

AD-A161 002

USER'S GUIDE FOR AN ADVANCED TECHNOLOGY UNIT  
TRAINING AND MANAGEMENT SYSTEM (ATUTMS)

Tom Antczak, Anita Benson, and Tony Ibbott

Jet Propulsion Laboratory

for

ARI Field Unit at Presidio of Monterey, California  
Jack H. Hiller, Chief

TRAINING RESEARCH LABORATORY  
Harold F. O'Neil, Jr., Director



U. S. Army

Research Institute for the Behavioral and Social Sciences

July 1985

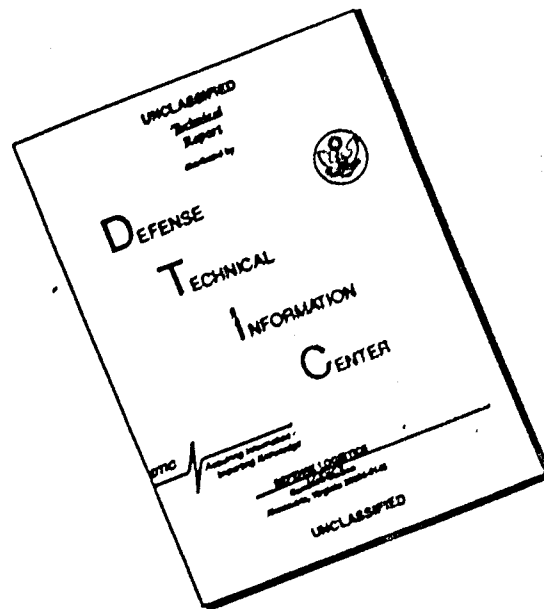
Approved for public release; distribution unlimited.

DTIC  
SELECTED  
OCT 16 1985  
AS

DTIC FILE COPY

85 10 15 117

# DISCLAIMER NOTICE



THIS DOCUMENT IS BEST QUALITY AVAILABLE. THE COPY FURNISHED TO DTIC CONTAINED A SIGNIFICANT NUMBER OF PAGES WHICH DO NOT REPRODUCE LEGIBLY.

This report, as submitted by the contractor, has been cleared for release to Defense Technical Information Center (DTIC) to comply with regulatory requirements. It has been given no primary distribution other than to DTIC and will be available only through DTIC or other reference services such as the National Technical Information Service (NTIS). The views, opinions, and/or findings contained in this report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other official documentation.

AD-A161002

## REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION UNCLASSIFIED			1b. RESTRICTIVE MARKINGS NONE	
2a. SECURITY CLASSIFICATION AUTHORITY			3. DISTRIBUTION/AVAILABILITY OF REPORT Approved for public release, distribution unlimited.	
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE				
4. PERFORMING ORGANIZATION REPORT NUMBER(S)			5. MONITORING ORGANIZATION REPORT NUMBER(S) ARI Research Note 85-71	
6a. NAME OF PERFORMING ORGANIZATION Jet Propulsion Laboratory Calif. Inst. of Technology		6b. OFFICE SYMBOL (If applicable) Sec. 363		7a. NAME OF MONITORING ORGANIZATION U.S. Army Research Institute, 5001 Eisenhower Avenue, Alexandria, VA 22333-5600
6c. ADDRESS (City, State, and ZIP Code) 4800 Oak Grove Drive Pasadena, CA 91109			7b. ADDRESS (City, State, and ZIP Code)	
8a. NAME OF FUNDING/SPONSORING ORGANIZATION		8b. OFFICE SYMBOL (If applicable)		9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER NAS7-918, Task Order RE-182 Amendment 282
8c. ADDRESS (City, State, and ZIP Code)			10. SOURCE OF FUNDING NUMBERS	
			PROGRAM ELEMENT NO. 63743A	PROJECT NO. A794
			TASK NO. 4413	WORK UNIT ACCESSION NO. 101
11. TITLE (Include Security Classification) User's Guide for an Advanced Technology Unit Training and Management System (ATUTMS) (UNCLASSIFIED)				
12. PERSONAL AUTHOR(S) Tom Antczak, Anita Benson, and Tony Ibbott				
13a. TYPE OF REPORT Final		13b. TIME COVERED FROM Jan 84 TO Jun 85		14. DATE OF REPORT (Year, Month, Day) 85/7/14
15. PAGE COUNT 315				
16. SUPPLEMENTARY NOTATION				
17. COSATI CODES			18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)	
FIELD	GROUP	SUB-GROUP	(U) AUTOMATED BATTALION TRAINING MANAGEMENT: (U) GOAL PROGRAMMING: (U) LINEAR PROGRAMMING: (U) COMPUTER ASSISTED MANAGEMENT	
19. ABSTRACT (Continue on reverse if necessary and identify by block number) A computer-based management information system was designed to assist unit training at the battalion level. A prototype system was successfully implemented and made operational within a host battalion of the U.S. Army. This User Guide provides assistance to U.S. Army personnel in the use of this system.				
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT <input type="checkbox"/> UNCLASSIFIED/UNLIMITED <input checked="" type="checkbox"/> SAME AS RPT. <input type="checkbox"/> DTIC USERS			21. ABSTRACT SECURITY CLASSIFICATION UNCLASSIFIED	
22a. NAME OF RESPONSIBLE INDIVIDUAL Dr. J. Hiller, Chief ARI Field Unit, Presidio of Monterey			22b. TELEPHONE (Include Area Code) (408) 242-8316	22c. OFFICE SYMBOL PERT-10



## TABLE OF CONTENTS

1.	INTRODUCTION . . . . .	1-1
1.0	OBJECTIVE . . . . .	1-1
1.1	ATUTMS COMPONENTS . . . . .	1-1
1.1.1	Relational Database . . . . .	1-1
1.1.2	Word Processing . . . . .	1-2
1.1.3	Computer System Tools . . . . .	1-2
1.2	REFERENCE DOCUMENTS . . . . .	1-2
2.	ATUTMS SYSTEM DESCRIPTION . . . . .	2-1
2.0	DESCRIPTION . . . . .	2-1
2.1	HARDWARE CONFIGURATION . . . . .	2-1
2.2	SOFTWARE CONFIGURATION . . . . .	2-1
2.2.1	VAX/VMS . . . . .	2-1
2.2.2	INGRES . . . . .	2-2
2.2.2.1	Personnel . . . . .	2-2
2.2.2.2	Training . . . . .	2-2
2.2.2.3	Logistics . . . . .	2-3
2.2.3	MUSE . . . . .	2-4
2.2.4	MAIL and PHONE . . . . .	2-4
3.	USING THE ATUTMS SYSTEM . . . . .	3-1
3.0	THE PROCESS . . . . .	3-1
3.1	GETTING STARTED . . . . .	3-1
3.1.1	The Terminal . . . . .	3-1
3.1.2	Logging On and Off the Computer . . . . .	3-1
3.1.2.1	Username and Passwords . . . . .	3-2
3.1.2.2	Logging In . . . . .	3-2
3.1.2.3	Logging Off . . . . .	3-3
3.1.2.4	Selecting and Protecting Passwords . . . . .	3-3
3.1.2.5	For More Information . . . . .	3-5
3.2	SECURITY . . . . .	3-5
3.3	USING THE PRINTERS . . . . .	3-6
3.3.1	C. Itoh Printers . . . . .	3-6
3.3.2	Letter Quality Printer . . . . .	3-7
3.4	USING THE GRID . . . . .	3-8
3.5	BEGINNING WORK . . . . .	3-9
3.5.1	Using Query by Forms (QBF) . . . . .	3-10
3.5.1.1	Moving Around the Form . . . . .	3-10

TABLE OF CONTENTS  
(Continued)

3.5.1.2	Moving Within a Field . . . . .	3-11
3.5.1.3	Entering Data Into a Field . . . . .	3-11
3.5.1.4	Error Checking by QBF . . . . .	3-12
3.5.1.5	Using the Database . . . . .	3-13
3.5.1.6	Appending Data . . . . .	3-13
3.5.1.7	Updating Data . . . . .	3-15
3.5.1.8	Retrieving Data . . . . .	3-17
3.5.1.9	Summary of Basic QBF Commands . . . . .	3-19
3.5.1.10	Summary of Advanced QBF Commands . . . . .	3-20
4.	PERSONNEL . . . . .	4-1
4.0	PERSONNEL DATABASE . . . . .	4-1
4.1.1	Capabilities and Procedures . . . . .	4-1
4.1.2	Menu Map . . . . .	4-3
4.1.3	Menus and Reports . . . . .	4-3
4.1.3.1	Personnel Main Menu . . . . .	4-5
4.1.3.2	New Soldier Arrival . . . . .	4-7
4.1.3.3	Assign New Soldier . . . . .	4-9
4.1.3.4	Attach a Soldier . . . . .	4-12
4.1.3.5	SD Gains . . . . .	4-14
4.1.3.6	Updating and Retrieving Soldier Data . . . . .	4-16
4.1.3.7	Update Soldier Position . . . . .	4-18
4.1.3.8	Depart a Soldier . . . . .	4-20
4.1.3.9	Retrieve/Update Individual Soldier Record . . . . .	4-22
4.1.3.10	Daily Personnel Status . . . . .	4-28
4.1.3.11	Special Rosters . . . . .	4-30
4.1.3.12	Drivers Roster . . . . .	4-32
4.1.3.13	FRP Roster . . . . .	4-34
4.1.3.14	Roster of Special Conditions . . . . .	4-36
4.1.3.15	Report Menu . . . . .	4-38
4.1.3.16	Daily Personnel Status Report . . . . .	4-40
4.1.3.17	Battalion Personnel Roster . . . . .	4-43
4.1.3.18	Unit Manning Report . . . . .	4-45
4.1.3.19	Skill Inventory Report . . . . .	4-47
4.1.3.20	FRP Roster Report . . . . .	4-49
4.1.3.21	Individual Soldier Record . . . . .	4-51
4.1.3.22	MTO&E Report . . . . .	4-53
4.1.3.23	Query Supporting Data . . . . .	4-55
4.1.3.24	Mail . . . . .	4-57
5.	TRAINING . . . . .	5-1
5.1	TRAINING DATABASE . . . . .	5-1
5.1.1	Capabilities and Procedures . . . . .	5-1
5.1.2	Menu Map . . . . .	5-3
5.1.3	Menus and Reports . . . . .	5-4
5.1.3.1	Main Training Menu . . . . .	5-6

TABLE OF CONTENTS  
(Continued)

5.1.3.2	Training Schedule . . . . .	5-9
5.1.3.3	Training Type Selection . . . . .	5-15
5.1.3.4	Training Event (Adding) . . . . .	5-17
5.1.3.5	Training Event (Updating) . . . . .	5-20
5.1.3.6	Task Selection . . . . .	5-25
5.1.3.7	Unit Selection . . . . .	5-27
5.1.3.8	Soldier Selection . . . . .	5-29
5.1.3.9	Unit Scores . . . . .	5-32
5.1.3.10	Soldier Scores . . . . .	5-34
5.1.3.11	Unit Training Scores . . . . .	5-36
5.1.3.12	Help for Menu: Soldier Training Records	5-39
5.1.3.13	Job Book . . . . .	5-41
5.1.3.14	Physical Training (PT) Scores . . . . .	5-44
5.1.3.15	Individual Weapons Qualifications . . . . .	5-48
5.1.3.16	Training Reports . . . . .	5-50
5.1.3.17	Training Schedule Reports . . . . .	5-52
5.1.3.18	Training Schedule Report Selection . . . . .	5-55
5.1.3.19	Detailed Training Schedule Report Selection . . . . .	5-59
5.1.3.20	Instructor Schedule Report Selection . . . . .	5-63
5.1.3.21	Training Event Summary Report . . . . .	5-66
5.1.3.22	Training Event Roster Report . . . . .	5-69
5.1.3.23	MOS Training Event Score Sheet . . . . .	5-72
5.1.3.24	Unit Training Event Score Sheet . . . . .	5-75
5.1.3.25	Unit Training Reports . . . . .	5-78
5.1.3.26	Unit Training Scores Report Selection . . . . .	5-80
5.1.3.27	MOS/Common Skills Reports . . . . .	5-83
5.1.3.28	Battalion MOS Task Summary Report . . . . .	5-86
5.1.3.29	MOS Task Battery Summary . . . . .	5-89
5.1.3.30	MOS Task Section Summary . . . . .	5-92
5.1.3.31	Job Book Report Selection . . . . .	5-95
5.1.3.32	PT Qualification Report . . . . .	5-98
5.1.3.33	Weapons Qualification Report . . . . .	5-101
5.1.3.34	Reference Data . . . . .	5-104
5.1.3.35	ARTEP Reference Data . . . . .	5-107
5.1.3.36	Mission Reference Data . . . . .	5-109
5.1.3.37	Task Reference Data . . . . .	5-111
5.1.3.38	Training Reference Data Report . . . . .	5-113
6.	LOGISTICS . . . . .	6-1
6.1	LOGISTICS . . . . .	6-1
6.1.1	Capabilities and Procedures . . . . .	6-1
6.1.2	Menu Map . . . . .	6-2
6.1.3	Menus and Reports . . . . .	6-2
6.1.3.1	Logistics Main Menu . . . . .	6-4
6.1.3.2	Document Register . . . . .	6-6
6.1.3.3	Add New Documents . . . . .	6-8
6.1.3.4	Modify Existing Documents . . . . .	6-10

# TABLE OF CONTENTS (Continued)

6.1.3.5	Browse . . . . .	6-12
6.1.3.6	Generate Report . . . . .	6-14
6.1.3.7	Filling In Forms . . . . .	6-17
6.1.3.8	Service and Repair . . . . .	6-19
6.1.3.9	Service Schedule Update . . . . .	6-21
6.1.3.10	Repair History Update . . . . .	6-24
6.1.3.11	Service Due Report . . . . .	6-27
6.1.3.12	Repair History Report . . . . .	6-30
6.1.3.13	2406 Repair Report (Backside) . . . . .	6-33
6.1.3.14	Material Condition Status Report (Front Side of 2406) . . . . .	6-36
6.1.3.15	Parts . . . . .	6-39
6.1.3.16	Add New Parts . . . . .	6-41
6.1.3.17	Modify or Delete Parts . . . . .	6-43
6.1.3.18	Browse Through Parts List . . . . .	6-45
6.1.3.19	Prescribed Load List for Battery (Battery PLL Report) . . . . .	6-47
6.1.3.20	Battalion PLL Rollup Report . . . . .	6-50
6.1.3.21	Update PLL Parts Description . . . . .	6-53
6.1.3.22	Filling in Forms . . . . .	6-55
6.1.3.23	Property . . . . .	6-56
6.1.3.24	Hand Receipts Menu . . . . .	6-58
6.1.3.24.1	Add Hand Receipt Information . . . . .	6-61
6.1.3.24.2	Look at Hand Receipt Information . . . . .	6-63
6.1.3.24.3	Modify Hand Receipt Information . . . . .	6-65
6.1.3.24.4	Modify Component Information . . . . .	6-67
6.1.3.24.5	Modify Hand Receipt Holders . . . . .	6-69
6.1.3.24.6	Print Hand Receipts (Parent Items) . . . . .	6-71
6.1.3.24.7	Print Hand Receipts (Components) . . . . .	6-74
6.1.3.24.8	Print Hand Receipt Report . . . . .	6-80
6.1.3.25	Rollup Menu . . . . .	6-85
6.1.3.25.1	Property Status Report . . . . .	6-87
6.1.3.25.2	Battalion Rollup Report . . . . .	6-90
6.1.3.25.3	TOE Report . . . . .	6-93
6.1.3.26	Line Number Information . . . . .	6-96
6.1.3.27	National Stock Number . . . . .	6-98
7.	VAX UTILITIES . . . . .	7-1
7.1	WORDPROCESSING . . . . .	7-1
7.2	MAIL . . . . .	7-2

TABLE OF CONTENTS  
(Continued)

7.3 PHONE . . . . .	7-6
---------------------	-----

FIGURES

4-1. Menu Map For Personnel . . . . .	4-4
5-1. Menu Map For Training . . . . .	5-5
6-1. Menu Map For Logistics . . . . .	6-3

Trademarks

The following names are trademarks of their respectively listed companies: Ingres, Relational Technology, Inc.; VAX, VMS, Digital Equipment Corp; MUSE, MARC Software International, Inc.

#### ACKNOWLEDGEMENT

The 1st Battalion, 11th Field Artillery (1/11 FA) at Fort Lewis, Washington provided a testbed for the demonstration of the ATUTMS system. Lieutenant Colonel Nick C. Harris, commanding officer of the 1/11 FA, his staff, and subordinate commanders provided invaluable assistance in translating concepts into a working prototype. The example reports presented herein are derived from the actual system at the 1/11 FA. The Social Security Numbers and names of individuals have been deleted to protect and provide personal privacy.

The work described herein was carried out by the Jet Propulsion Laboratory and was sponsored by the United States Army Research Institute for the Behavioral and Social Sciences under an agreement with the National Aeronautics and Space Administration, under Contract NAS7-918.

## SECTION 1 INTRODUCTION

### 1.0 OBJECTIVE

The objective of this document is to assist U.S. Army personnel in using the Advanced Technology Unit Training and Management System (ATUTMS). Most personnel will require only a limited background knowledge of how ATUTMS actually operates in order to perform their assignments. This document has been designed to guide individuals how to use the system routinely without referring to massive support documentation. It is assumed that each user has been given introductory training on the use of ATUTMS including a demonstration of his particular area of responsibility. Soldiers who are expert at using ATUTMS will be interested in the more detailed documentation listed under References.

### 1.1 ATUTMS COMPONENTS

The ATUTMS system includes the following components:

- 1) Relational Database (INGRES)
- 2) Word processing (MOSE)
- 3) Computer System Tools (i.e., Mail, Phone)

This manual emphasizes using the relational database and contains limited information on both word processing and computer system tools as they are already well-documented.

#### 1.1.1 Relational Database

ATUTMS uses the relational database management system, INGRES, to record information and to produce reports needed for battalion management.

INGRES is utilized to store, add, change, and delete data, and to generate reports. The relational database includes the three functional areas of the battalion: Personnel, Training and Logistics.

#### 1.1.2 Word Processing

Word processing is accomplished on ATUTMS by using a software program called MUSE. MUSE consists of a powerful text editor, a spelling checker, and the capability to print documents on either a dot-matrix printer or the system letter-quality printer.

#### 1.1.3 Computer System Tools

Useful tools available on the ATUTMS computer system, in addition to the database management system and word processing, are MAIL and PHONE. Using these tools, the user can communicate with other users on-line or send messages to be read later.

### 1.2 REFERENCE DOCUMENTS

Three types of documentation centers have been set up to provide documentation support to users. At each terminal the following documentation is available.

- 1) User Guide for the Advanced Technology Unit Training and Management System (this guide)
- 2) VAX VMS Primer
- 3) MUSE User Guide
- 4) EDT Quick Reference Guide



At a site in each major battalion building, specifically in the PAC, the HMB training room, A and C Battery training rooms and the motor pool rail car, the following documents are available:

- 1) EDT, Introduction to the Editor
- 2) VAX/VMS Command Language User Guide
- 3) INGRES Self-Instruction Guide
- 4) Soldier's Guidebook to INGRES
- 5) C. Itoh Model CTT-101 Users Manual
- 6) C. Itoh Model 1550 Users Manual
- 7) Leading Edge User Manual (Prowriter)

The following documents are at a third documentation center at the computer site:

- 1) INGRES Users Manual, Volumes I and II
- 2) VAX/VMS Command Language User's Guide
- 3) VAX-11 Utilities Reference Manual
- 4) VAX/VMS System Message and Recovery Procedures
- 5) VAX/VMS System Services Reference Manual
- 6) VAX/VMS System Management and Operations Guide

## SECTION 2

### ATUTMS SYSTEM DESCRIPTION

#### 2.0 DESCRIPTION

#### 2.1 HARDWARE CONFIGURATION

The ATUTMS hardware is based on a central computer located in the battalion headquarters building. Terminals are distributed throughout the battalion facilities to make them easily available to users. The central computer is a VAX 11/750, manufactured by the Digital Equipment Corporation. Fourteen C. Itoh Model 101 terminals are connected to the computer via a patch panel in the computer room. Ten C. Itoh Model 1550 dot matrix printers are connected to selected terminals and a letter quality printer is located in the Battalion headquarters.

#### 2.2 SOFTWARE CONFIGURATION

The ATUTMS software consists of:

- 1) VAX/VMS - the operating system
- 2) INGRES - the database management system
- 3) MUSE - the word processor

##### 2.2.1 VAX/VMS

The operating system provides system services which schedule and allocate resources, such as memory and processing time. It also drives hardware devices, such as terminals, disks, and printers. Most operating system actions occur without the user's awareness. (Refer to Section 7.)

### 2.2.2 INGRES

INGRES consists of a set of software modules which are used to store and retrieve data. INGRES can be used directly to create databases, update and retrieve data, and write reports, or the user can use menus that have been written using INGRES. Menus have been set up for each functional area in the battalion: personnel, training, and logistics. If the user follows these menus by selecting one of the choices listed, he will eventually get to a fill-in-the-blank type form for accessing data or generating a report.

#### 2.2.2.1 Personnel

The personnel portion of the database consists of a large portion of the soldier information currently contained in the SIDPERS personnel system, plus additional data on daily duty and deployment status, drivers, and the Personnel Reliability Program (PRP). The personnel portion of the MTO&E is also available. As soldiers arrive and depart from the battalion, the PAC adds and deletes them from the database. The PAC also maintains current mealcard numbers, important dates such as EER, and date of loss, MOS, GT and SQT scores. The S2 shop maintains fields related to security, such as clearances and the PRP roster. The batteries update the duty status of soldiers absent from duty or training and maintain the drivers roster. Current and projected leaves are updated in the PAC. Output reports are available from the personnel data. The Daily Status Report summarizes the status for battery or battalion and lists the individuals under each category. The Battalion or Battery Roster is an alphabetical listing of each individual and the Unit Manning report lists individuals by duty position as authorized in the MTO&E. The Skill Inventory counts authorized, required, and assigned personnel by grade and MOS.

#### 2.2.2.2 Training

The training portion of the database contains a training schedule, the scores of units and individuals trained, and reference tables identifying

the ARTEP, MOS and Common Skills tasks pertaining to the battalion. Events can be entered into the training schedule with as much detail as required. The reference tables mentioned above are available to aid the scheduler in selecting tasks. Personnel data is also available to aid in selecting specific units or individuals for training. After the training event has taken place, scores for the units and/or individuals involved are entered into the database. Summary reports can then be run to show the effectiveness of the training at the battalion, battery or section level. Other reports include the Training Schedule, an Instructor Schedule, a detailed Training Event Summary showing tasks to be trained, an Event Roster showing all participating personnel and a Job Book report showing a soldier's status on all events trained to date.

#### 2.2.2.3 Logistics

The Logistics portion of the database is designed to allow battalion personnel to keep track of the status of each piece of equipment maintained by the battalion. This includes trucks, jeeps, howitzers, rifles, and tents. The database consists of relatively stable information such as the description, model number, and serial number of each piece of equipment. This information only changes every few months. Also included in the database are highly volatile data such as the current operational status of certain pieces of equipment (such as vehicles and howitzers), which soldier is the hand receipt holder for each piece of equipment, and service schedules and repair history of each piece of equipment. This data is updated daily by the battalion maintenance personnel. Other volatile areas are the Prescribed Load List, and the Document Register. Data is kept concerning the quantity on hand, and re-order status of spare parts. The Logistics portion of ATUTMS is also capable of providing printed reports containing current information from the previously mentioned areas. Often-used reports are the Document Register report (supply actions), the 2406 Form report (equipment status), the Hand Receipt report (who is responsible for each piece of equipment), and the Prescribed Load List (PLL) report (current status of spare parts).

### 2.2.3 MUSE

MUSE is a word processor. It enables each soldier to create his own documents and store them in the computer as long as he wishes. The MUSE text editor enables the user to perform basic editing functions such as entering text, moving, copying and deleting text, as well as specifying text to be centered, emboldened, and underlined. The text editor allows the user to step forward or backward through the text by using letter, word, line or page capabilities. A very useful feature is the ability to incorporate database outputs within documents created by MUSE.

### 2.2.4 MAIL and PHONE

MAIL and PHONE are programs which let you send messages to other users on the VAX. With MAIL, you can send a message to another user and he can read it any time he likes. If he is not on the VAX when you send it, it will be waiting for him when he logs on. PHONE, on the other hand, is good for sending quick messages to users who are currently on the VAX. You can read more about MAIL and PHONE in Sections 7.2 and 7.3.

## SECTION 3

### USING THE MVUMS SYSTEM

#### 3.0 THE PROCESS

#### 3.1 GETTING STARTED

In order to get started, you need to learn about the terminal and how to identify yourself to the computer.

##### 3.1.1 The Terminal

The terminal lets you send commands or information to the computer and receive responses and information in return. Most personnel will be using the CIT-101 terminals located throughout the battalion. Those of you using the Grid Compass computer as a terminal should refer to Section 3.4: Using the Grid, for instructions.

Make sure the terminal is turned on. The switch is in back on the left side. Familiarize yourself with the keyboard. It looks very much like a typewriter but with a few extra keys. Like a typewriter, it has a SPACE bar at the bottom, SHIFT keys near either end of it and a CAPS LOCK above the SHIFT on the left. Above the SHIFT on the right is a key labeled RETURN. To the right of the RETURN key is a key labeled DELETE. You will be using these two a lot, so from now on we will shorten them to [RET] and [DEL]. Once you have a Username and Password and are familiar with the terminal you can try logging in. For more information on the terminal and its keyboard see the C. Itoh Model CIT-101 Users Manual.

##### 3.1.2 Logging On and Off the Computer

Logging in means signalling the computer that you are ready to begin and then identifying yourself as an authorized user. When completed, you can

start using the computer. It is a simple procedure but a little background information will be helpful for the first time.

### 3.1.2.1 Usernames and Passwords

To login you will need a Username and a Password. These can be obtained from the computer system manager. The Username identifies you to the computer. It is different from all other Usernames on the computer and is used to keep track of all the work you do there. The Password is used to protect this work from untrained or unauthorized users. Not everyone is allowed to use the computer so you must obtain authorization from your commander or supervisor to get a Username and Password.

### 3.1.2.2 Logging In

Press [RET] to get the attention of the computer. It will respond by asking you for your Username. Type your Username and then press [RET]. It will then ask you for your Password. Type your Password and then press [RET] again. For security reasons, your Password will not appear on the screen as you type it. A brief message will appear followed by a dollar sign (\$). When you see the dollar sign, you have successfully completed logging in and the computer is ready for use. If your Username is SMITH, the login will look like this (the commands you type are shown in capital letters, the computer's responses are shown in lower case letters):

[RET]

Username: SMITH[RET]

Password: [RET]

ON TIME            Welcome to the 1-11 FA BN VAX/VMS 11/750

Send complaints to GRIPE, new ideas to SUGGESTION via Mail.

\$ The dollar sign means that the computer is standing by, ready to begin work. If you make a mistake typing your Username or Password, press [DEL] and the last letter you typed will be deleted. If you do not correct your mistake or if you use the wrong password, the message "user authorization failure" will be displayed and you will have to press [RET] and start over.

#### 3.1.2.3 Logging Off

When you have finished working at the terminal, enter the command LOGOFF (or LO or BYE) [RET] and you will be disconnected from the computer and the terminal will be available for the next user. Never leave your terminal unattended without logging off. Otherwise, an unauthorized person will be able to use the terminal with your Username and Password already entered to read or change data you are responsible for. See the section on Security which follows for more information.

#### 3.1.2.4 Selecting and Protecting Passwords

The password you enter when you log on to the computer provides the main source of protection and privacy for the data contained in the computer. Therefore, you must protect your password at all times.

Do NOT give your password to anyone unless they have a valid reason for using it. Remember that even if they have good intentions, they may not have the proper training to use the computer and may destroy data by accident. If you do have to give your password to someone, change it to a new password as soon as they have completed their work. Instructions for changing a password are given below.

Do NOT write your password down anywhere near your terminal. In fact you should choose a password that is easy enough for you to remember without having to write it down. Do not make it too easy. Your first name or middle name does NOT make a good password. Your birth date is NOT good either.



A good password is at least six characters long and can be made up of any combination of letters or numbers up to a maximum of thirty-two characters. It should be something easy to remember but difficult for anyone else to guess. Let's say that your favorite dish at the local Mexican restaurant is # 27, the Enchiladas Rancheras. A good password would be "27ENCHILADAS". The more ridiculous the better. You should also change it periodically just to be safe. Here's how to change your password.

To change your password:

\$ SET PASSWORD

The computer will respond with three questions.

Old password: (Type in the old password here)  
New password: (Type in the new password here)  
Verification: (Type in the new password again)

The verification is needed because as when you log in, the password does not show when you type. The computer wants to make sure you know what you typed.

Suppose you want to change your password from 27ENCHILADAS to TACOS19, you would type in the upper case commands below. The computer's responses are shown in lower case letters.

\$ SET PASSWORD

Old password: 27ENCHILADAS[RET]  
New password: TACOS19[RET]  
Verification: TACOS19[RET]

Remember that when you do it, the passwords will not show up on the screen.

### 3.1.2.5 For More Information

If you want more information on logging in and entering commands, read Chapter 1 of the VAX/VMS Primer Manual available at each terminal. VAX is the name of the computer you are using and VMS is the name of the main control program, or operating system, which lets you log in and use the facilities of the computer. Note that where it refers to the VT100 terminal you can substitute the CTT-101 terminal.

## 3.2 SECURITY

Basic operations on the database include adding, retrieving, updating and deleting data. The operations you can perform and the data you can access are limited to those areas for which you are responsible. The battalion commander and the executive officer have access to all data. The S-1 and designated members of the PAC have access to all Personnel data. Battery commanders and designated members of each battery have access to data only for their own battery. Therefore, if the battalion commander requests a set of information on all soldiers, data for each soldier in the battalion will be returned. If a battery commander makes the same request, the database will respond with data only for those soldiers in his battery. This means that the battery commander has only a partial view of all the data available. Many users are denied even a partial view of some data. If a user tries to look at data for which he is not authorized, the message "PROTECTION VIOLATION" is displayed and he is not allowed to view or change the data.

This protection depends on the Username and Password used to log in to the computer. Permission to access data is granted by the computer system manager whenever a new user receives a Username and Password. Therefore, it is very important to protect and change passwords periodically.

### 3.3 USING THE PRINTERS

#### 3.3.1 C. Itoh Printers

The printer is attached to the terminal by a cable. This cable allows information sent from the computer to the terminal to be transmitted to the printer. The power switch is on the lower left side of the printer. When it is on, the green light marked POWER in front of the printer will light. The SEL white square button in front of the printer is used to select and deselect the printer. When the printer is selected, the green light marked SEL will light. You would want the select light off to delay printing while you are working on the printer (like changing the paper) without losing any print lines. Make sure that the SEL light is on when you are ready to print. The two other white square buttons in front of the printer are for advancing the paper one line (LF - Line Feed) or one page (TOF - Top of Form). In order to use these, first turn the select light off. The red PE light notifies you when you are out of paper. For more information on the printer including how to change the paper or ribbon, refer to the C. Itoh Model 1550 Users Manual or the Leading Edge User Manual.

In most cases, using the printer is simply a matter of checking the POWER and SEL lights when the computer asks you to prepare the printer. When you request a report, you can choose to have it sent to either the terminal or the printer. If you enter P for printer, the report automatically comes out on the printer. There are two other ways of printing you can use to save the information on the terminal screen.

Press      CTRL-PF1    You will get a print out of everything that appears on the screen.

Press      CTRL-PF2    Everything that scrolls by on the screen will  
or           be copied over to the printer until you press  
CTRL-PF4    SHIFT-PF4. In this case CTRL-PF2 and CTRL-PF4 are the same.

For advanced users, commands are available for printing files on the C. Itch printers attached to the terminals. The commands are:

\$ PRINT10	filename.ext	(Print at 10 chars per inch)
\$ PRINT12	filename.ext	(Print at 12 chars per inch)
\$ PRINT17	filename.ext	(Print at 17 chars per inch)
\$ PRINTPRO	filename.ext	(Print with proportional letter spacing. The appearance is similar to typewriter print.)

If you enter one of these commands without giving a filename, nothing will be printed, but the printer will be set to print at the characters per inch desired. Then, if you print something with a CTRL-PF1, CTRL-PF2, or CTRL-PF4, it will be printed in the style selected.

**Examples:**

\$ PRINT12 DATA.TXT - The file DATA.TXT will be printed at 12 cpi.  
\$ PRINT17 - The printer will be set to print at 17 cpi until reset by another command or shut off and back on.

Printing at 12 or 17 cpi allows wide printouts to fit on narrow paper.

### 3.3.2 Letter Quality Printer

A letter quality printer is located in the Battalion Headquarters building. Most uses of this printer are to print MUSE work processing documents. To do this, specify printer device 2 in the MUSE print options menu. For advanced users the copy command can be used to send a file to the letter quality printer. The printer is a terminal to the VAX and it has a terminal device name: "TXA3:". The required copy command is:

\$ COPY filename.ext TXA3:

The punctuation is important, do not forget the period (.) or the colon (:).

### 3.4 USING THE GRID

The GRID can be used as both a stand-alone computer and as a terminal to the VAX. The computer has a keyboard, a display screen, and a built-in storage device called bubble memory. The floppy disk drive is in a separate unit and both it and the printer are connected to the basic unit by cables. As a stand-alone computer, the GRID has a word processor, a graphics package, a spreadsheet and the BASIC programming language. As a terminal, it can be connected directly to a port into the VAX with the serial interface cable or it can be connected to the telephone lines with a phone jack. With the phone connection, the built-in modem transmits the signal to another modem at the VAX with an ordinary phone call.

To use the GRID as a terminal, first you need the correct software. The software program is called GRIDVT100. It must be in either your bubble memory or on your floppy disk. As with all GRID software, you make your selection by using the arrow keys to position on the choice and then pressing [RET]. Each time you make a choice, the next level is presented until you have selected the device, subject, file and kind. A terminal description file has been set up which contains the information for accessing the computer. When you select a description file, it will automatically call GRIDVT100. After selecting the description file and after the terminal menu is presented, hold down the CODE key and press return to confirm your selection. You can also make your own terminal description file. Refer to the GRIDVT100 manual for how to fill in the fields in this file. If you have a direct connection to the VAX, put a period (.) for a phone number; if you are using a phone jack, fill in a phone number. The speed or baud rate should be 9600 for a direct connection. If you find you are missing characters, then you may have to go to 4800 baud. Be sure the system manager has set your port on the VAX to the speed you are using. For the phone connection, use 1200 baud. To disconnect from the computer after you have logged off, use CODE-A.

Since the GRID has a smaller keyboard, sometimes key combinations are necessary to transmit a character. The following is a list of some of these combinations:

C. Itoh Key	GRID Combination Keys
DELETE	CODE-0
NO SCROLL	CODE-9
\	CODE-SHIFT-"
PF1 (Menu Key)	CODE-SHIFT-1
[	CODE-<
]	CODE->

### 3.5 BEGINNING WORK

If you want to begin working in Personnel, Training or Logistics type the command MENU and press [RET]. A menu of choices will be displayed from which you can choose the type of work to begin. Type PERSONNEL (or P), TRAINING (or T), LOGISTICS (or L), UTILITIES (or U) and you can start work. Instructions for using these choices are contained in the sections which follow. This is how you would use MENU to start working in Training:

\$ MENU [RET]

1st Battalion 11th Field Artillery  
Training Management System

- \* Personnel
- \* Training
- \* Logistics
- \* Utilities
- \* Exit

Help Personnel Training Logistics Utilities Exit: TRAINING [RET]

A new menu will be displayed that will lead you to the different Training activities. If you do not want to go any farther, type EXIT (or E) [RET] and you will go back to the dollar sign (\$).

### 3.5.1 Using Query by Forms (QBF)

Query by Forms (QBF) provides an easy way to enter, update and retrieve the information stored in a database. It does this by using forms quite similar to the paper forms you use every day, to guide you through these activities. A sample form is shown below. Note that like a paper form, it has labeled fields indicating where to place required information. Unlike a paper form, QBF can check data as it is entered, warn when mistakes are made and either provide you with a list of correct answers or tell you where to find them. As noted above, the three major functions of QBF are data entry, data updating and data retrieval. Before attempting those, we will look at how you can move around the screen to get to the different fields.

#### 3.5.1.1 Moving Around the Form

Look at the terminal screen and locate the flashing cursor. Locate the TAB key on the left side of the keyboard. Press it a few times and notice that the cursor jumps from field to field on the form. Press it enough times and it will move all around the form until it jumps back to where it started. Move the cursor backwards by holding down the key labeled CTRL and pressing the letter P for Previous. This combination of keys is known as a CONTROL-P. Other control characters like this will be used to send special commands to the terminal. The RETURN key will also move the cursor around the form but, as demonstrated later, it has a different effect than TAB when entering data. Finally, to get from the form down to the menu at the bottom of the screen, press the PF1 key at the top of the key pad on the right side of the keyboard. The cursor will move down to the menu, allowing you to type in your choice of commands. Type HELP for example, followed by a RETURN, and a help message will be displayed on the screen.

PERSONAL DATA			
name:	ssn:		
mpc:	sex:	race:	dob:
dependents:	ethnic:		
citizen:	marital:	religion:	
HELP QUERY GO END			

### 3.5.1.2 Moving Within a Field

Move the cursor to the "name" field. Locate the —> (right arrow) key in the top row of the keyboard. Press the key, hold it down and the cursor will move across the field. When it reaches the end of the field it will stop moving. Press the <— (left-arrow) key and send it back to the beginning of the field. Now press the SPACE BAR at the bottom of the keyboard several times. The cursor will move across the field. Press the DELETE key in the middle row of the keyboard on the right side. The cursor will move back to the left. Though the result looks the same, we will see that these last two keys have a much different effect than the arrow keys.

### 3.5.1.3 Entering Data Into a Field

Move the cursor to the "name" field. Type your name in capital letters, last name first, and no commas as shown in the form below, then use the arrow keys to move back across the field. The letters in your name are not affected. Now move across the field using the SPACE BAR and the DELETE



key. Notice that the letters are erased as the cursor passes over them. Try typing another name right over the first one. Each new letter typed replaces an old letter. This is how typing mistakes are corrected in QBF. Notice that you do not always have to re-type a whole field. Use the arrow keys to move across correct data to the portion of the field in error.

#### 3.5.1.4 Error Checking by QBF

Move the cursor to the "dependents" field. Type in the letter "A" for example, and then attempt to move to the next field using TAB. An error message will appear at the bottom of the screen warning that a number, not a letter is required. When possible, the error message will tell you what the possible answers are. Move to the "marital" field and enter something except "M" or "S". When you attempt to move to the next field, QBF warns you that "M" for married and "S" for Single are the only valid entries for that field. The field is blanked out and the cursor is repositioned at the beginning of the field so you can enter the correct data.

#### PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn:

mpc:

sex:

race:

dob:

dependents:

ethnic:

citizen:

marital:

religion:

HELP QUERY GO END:

#### 3.5.1.5 Using the Database

Now that you know how to move around screens and fields you can start to actually use the database. There are three basic ways to use QBF. Add or Append brand new data to the database, change or Update data already in the database and look at or Retrieve data in the database. We will look at Append, Update and Retrieve one at a time. With each type of operation the form will look the same except for the menu at the bottom. This menu tells how to perform each type of operation.

#### 3.5.1.6 Appending Data

The form below is a sample of an Append form. For example, when a new soldier arrives at the battalion a new record with his personal information must be appended (added) to the database. Note the instructions at the bottom. With this type of form, you move from field to field entering data. If an error occurs, read the message and make corrections. When the entire form is filled in, hit a CONTROL-Z and the message "Writing data..." will appear. When the data has been written out, the fields in the form will be cleared so that another set of data can be entered. When you are finished entering data, press PF1 (the MENU KEY) and a new menu will appear. This is shown in the second form below. Typing ADD is the same as pressing the CONTROL-Z. If you are through entering data type END.

PERSONAL DATA

name: SMITH JOHN MICHAEL                      ssn: 123456789

mpc:                      sex:                      race:                      dob:

dependents:                      ethnic:

citizen:                      marital:                      religion:

APPEND #1 (control-z to add, <MENU KEY> to return)

PERSONAL DATA

name:                      ssn:

mpc:                      sex:                      race:                      dob:

dependents:                      ethnic:

citizen:                      marital:                      religion:

HELP ADD END:    END

### 3.5.1.7 Updating Data

Updating with QBF actually requires both a Retrieve and an Update. This is necessary because the correct record must be located before it can be changed. Retrieves in QBF are easy. If for example, you want to locate information about a John Michael Smith, enter SMITH JOHN MICHAEL in the name field as in the first form below and hit a CONTROL-Z. The second form will appear a moment later with all information about John Smith filled in. You can then move around the form and type in any corrections needed. It could be that John now has 3 dependents instead of 2. This is typed into the dependents field and the PFl key is pressed. The third form then appears and if WRITE is selected, the new data is written to the data base. The next section shows more sophisticated retrieves.

#### PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn:

mpc:

sex:

race:

dob:

dependents:

ethnic:

citizen:

marital:

religion:

ENTER QUERY (<MENU KEY> to return or to run)

PERSONAL DATA

name: SMITH JOHN MICHAEL

ssn: 123456789

mpc: E

sex: M

race:

dob: 601208

dependents: 3

ethnic:

citizen: Y marital: M

religion:

HELP QUERY WRITE DELETE END:WRITE

#### 3.5.1.8 Retrieving Data

Retrievals or queries in QBF can become quite sophisticated because there are some special operators you can use in the form. For example, to see information on everyone with the last name Smith who is either an officer or a warrant officer, born in 1960 or later, who has 3 or more dependents and is married, fill out the query form as follows:

## PERSONAL DATA

name: SMITH\*                      ssn:  
mpc: !=E      sex:                      race:                      dob: >591231  
dependents: >=3                      ethnic:  
citizen:      marital: =M              religion:

ENTER QUERY (<MENU KEY> to return or to run)

After typing a CONTROL-Z (or PF1 then GO), the menu will be filled in with data about a person named Smith. If other Smiths also satisfy the criteria, they can be viewed by typing CONTROL-F for Forward until all eligible records have been viewed. The operators used in this example and other operators are defined below.

### Operator Definition

=      Equal (implied if data is entered)  
!=      Not Equal  
<      Less Than  
<=      Less Than or Equal  
>      Greater Than  
>=      Greater Than or Equal  
\*      Any string of characters  
?      Any single character

### 3.5.1.9 Summary of Basic QBF Commands

#### o Moving Around the Screen

##### Key

TAB	Move to the Next Field.
CONTROL-N	Move to the Next Field.
CONTROL-P	Move to Previous Field.
RETURN	Move to Next Field clearing everything right of the cursor in the current field.

#### o Moving Within a Field

##### Key

—>	Move right in a field (right-arrow key).
<—	Move left in a field (left-arrow key).
	Move down in a field (down-arrow key). This applies to fields covering 2 or more lines.
	Move up in a field (up-arrow key). This applies to fields covering 2 or more lines.

#### o Editing Data in a Field

##### Key

DELETE	Delete the character to the left of the cursor.
CONTROL-D	Delete all data from the cursor to the end of the field.
CONTROL-X	Clear the current field.
CONTROL-A	Duplicate (append) data from the same field on the previously entered form.



- o Entering Data Into a Field

Move to the field using the commands listed above and simply type in the data.

- o Selecting Items from the Menu at the Bottom of the Screen

Key

PF1            The cursor moves to the bottom right corner of the screen. Type in the item of your choice from the menu followed by pressing the RETURN key. Only type in enough letters from your choice to make it different from the others.

- o Redrawing the Screen

Key

CONTROL-W    The screen is redrawn. This is useful when static on the line from the computer to the terminal has caused stray characters to appear on the screen.

#### 3.5.1.10 Summary of Advanced QBF Commands

QBF provides advanced editing features designed to let the experienced user update more rapidly, especially when updating data already in the database. The basic commands still work as before.

- o Initiating Advanced Edit Mode

Key

CONTROL-E      QBF now accepts Edit Mode commands.

- o Moving Around the Screen

Key

N              Move to the Next Field.

P              Move to the Previous Field.

- o Moving Within a Field

Key

F (character)   Search forward for a character.

G (character)   Search backward for a character.

W              Move to next word in field.

} (character)   Move forward to a character.

{ (character)   Move backward to a character.

]              Move to end of field.

[              Move to beginning of a field.

- o Editing Data in a Field

Key

U              Undo the previous command.

C<\*><text>   Change target range to new text.

D<\*><text>   Delete target range.

S<new text>   Substitute current text with new text.

I<new text>   Insert new text after cursor.

R<character> Replace character under cursor with new character.

X Delete character under cursor.

^ Change case of character under cursor.

- \* The target range is selected by typing one of the form movement commands immediately before the text. (The form movement commands are listed above.)

## SECTION 4

### PERSONNEL

#### 4.1 PERSONNEL DATABASE

The personnel portion of the database stores all the data about an individual soldier except for training scores. You can append (add) new soldiers, update current information about existing soldiers, or depart soldiers. The daily status report is an important part of personnel and it must be updated daily. The MTO&E is consulted to produce reports which compare assigned strength to authorized to help identify shortages or excesses in personnel assignments. In addition to the basic soldier data, there are several rosters of individuals who belong to some program or have a special status or condition. These are the Personnel Reliability Program roster (PRP), the drivers roster, and the roster of special conditions. This last roster is confidential and contains individuals who may be undeployable due to a pending unfavorable action or who belong to the overweight program.

##### 4.1.1 Capabilities and Procedures

The Personnel application offers many advantages to the battalion Personnel and Administration Center (PAC), the S2 area and to the batteries. In the PAC, much of the work that was previously done by hand can now be done with the aid of the computer. The Battalion Roster shows the current count of soldiers in each battery and important information about each soldier, such as driver qualification and mealcard number. The Unit Manning report shows current assignments and provides a means for identifying open duty positions. The skill inventory report replaces the manual procedure of counting authorized and assigned strength by MOS and grade. Each report can be requested for a single battery or for the whole battalion.

Information is available in the query mode also. The fields in the individual soldier record are divided into four areas: personal, qualifications, unit-related data, and service-related data. Under the

Update/Retrieve menu, there is a separate menu item for each area and one for the whole record. Pick the field or combination of fields that describe the soldiers you want to see. For instance, if you want to find all the personnel who have a 76Y MOS, choose the Qualifications menu under Update. Using the TAB key, go to the field for MOS and type in 76Y\*. The star (\*) is used to say that you want all skill levels within the MOS. To make the query, hold down the CTRL key and the Z key at the same time (CTRL/Z). This tells the computer to search for everyone who matches the fields that you filled in. Another query that would be typical in the PAC is to find who is due for an Efficiency report (OER and EER). The last ER date is in the service related portion of the soldier record. Choose Service under Update/Retrieve and enter the year and month, for example 8502 would be February, 1985. If you want to know who is due in February, 1985 and who is also due to terminate his service within the next three months, then fill in <850601 in the ETS date. The less than sign (<) before the ETS date means you want every date before the one you fill in. When you enter CTRL/Z, the computer will search only for those soldiers matching these dates. Once the first soldier is found, use CTRL/F to move on to the next individual. Continue to use CTRL/F until there are no more matches. Section 3.5.1 on Using Query By Forms explains more about how to move around in the form and how to enter and update the fields.

As shown in Section 3.5 on Beginning Work, typing MENU leads to the main ATUTMS menu. Type PERSONNEL (or P), and you will get to the personnel menu. It does not matter whether capitals or lower case letters are used when using the menus, but when you enter the data into the fields on the forms, you MUST use capitals. Names are always entered as last name first, followed by first name and middle. No commas are used in the name (for example: SMITH JOHN JAMES). In most cases, you will only need to enter the last name followed by a star (\*) to find an individual (SMITH\*). In this case, the star (\*) is used to save you from typing in the whole name with the same exact middle name. Most of the dates in Personnel are six numbers: two for the year, two for the month, and the last two are the day, (for example, 850831).

In some cases, only the year and month are required, (i.e., 8508). The section on assigning a new soldier has a list of the fields and an example of each.

#### 4.1.2 Menu Map

The menu map for personnel (Figure 4-1) is a quick reference to use with the personnel menus. Each box represents a display on the screen and the lines under it lead to the different choices. At the completion of your work, enter EXIT (or E) to go back to the menu you came from and continue exiting until you reach the \$ prompt.

#### 4.1.3 Menus and Reports

This section shows each menu and report form in the Personnel functional area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed, and at the bottom there is a list of one-word descriptions for each choice. The cursor, (the blinking box), is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET]. A screen form is similar to a paper form with titles and blank lines. Fill in the blank lines and tab to the next blank line. The reports take all the data currently in the computer, and combine and format it. A report can be displayed on the terminal or printed at the printer.

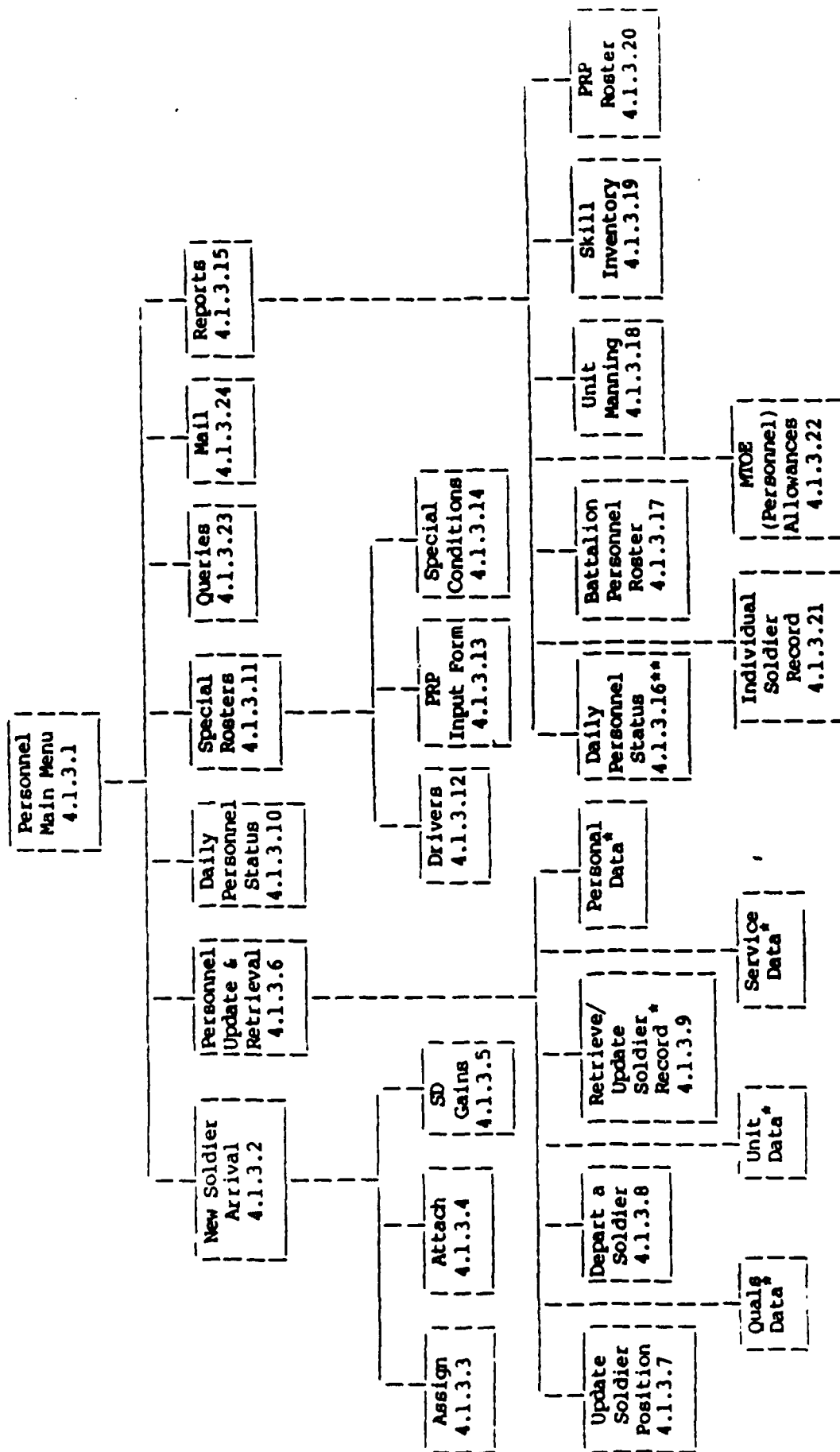


Figure 4-1. Menu Map For Personnel

\* The data contained herein are subsections of the data in Individual Soldier Record (Section 4.1.3.9).

\*\* The Daily Personnel Detail Report is linked to the Daily Status Report and appears subsequently.

#### 4.1.3.1 Personnel Main Menu

The personnel main menu is the first level of choice when deciding where to do your work. When leaving this menu, there is another set of choices which take you to the specific job you need to do. From here you can enter a new soldier into the database, enter the daily status for a soldier who is absent, enter a soldier into a roster, request a report, or look at supporting personnel data.

##### PERSONNEL MAIN MENU

- |                                   |  |
|-----------------------------------|--|
| * New Soldier Arrival             | Add a soldier for the first time to the database. The soldier may be assigned, attached, or SD gain.   |
| * Update/Retrieve<br>Soldier Data | Change or look at any data about a soldier, including personal, qualifications, unit, and service data; also changes of position and departures. |
| * Daily Status Input              | Enter status for soldiers who are absent from duty or absent from training.  |
| * Special Rosters                 | Enter a soldier into a roster: drivers, PRP, special or derogatory status.   |
| * Reports                         | Request a Personnel report: daily status, Bn or Btry roster, PRP, skill inventory, unit manning.   |



## PERSONNEL MAIN MENU

- \* New Soldier Arrival
- \* Update/Retrieve Soldier Data
- \* Daily Status Input
- \* Special Rosters
- \* Reports
- \* Query Supporting Data
- \* Mail
- \* Exit

Help New Update Daily Special Reports Queries Mail Exit:

- |                         |   |
|-------------------------|---|
| * Query Supporting Data | Look at or update the supporting data in Personnel: unit names, religions, education codes, clearances. |
| * Mail                  | Use mail to send messages without leaving the menus.  |
| * Exit                  | Exit Personnel and go back to the main menu.  |

#### 4.1.3.2 New Soldier Arrival

Use this menu when a soldier arrives in the battalion for the first time. If he is transferring within the battalion from one unit to another, do not use this, go to the update menu and select POSITION for position change. Most new arrivals will be assigned to the battalion, but in some cases the new arrival may be temporarily attached or a SPECIAL DUTY gain. If he is to be assigned to the battalion choose the ASSIGNED (or AS) menu item. Notice that ASSIGNED and ATTACHED both start with the same letter "A". In cases like this you must enter as many letters as will make the choices different.

#### COMMANDS

ASSIGNED - Select this choice for the normal arrival of a soldier in the battalion.

ATTACHED - Select this choice if a soldier is attached to this unit but is still also assigned to his home unit.

SD GAIN - Select this choice if a soldier is on special duty with this battalion.

EXIT - Exit this menu and return to the main personnel menu.

For an explanation of the fields in the soldier record, select DICTIONARY at the bottom of this screen or select HELP under assigning a new soldier. The values for religion, military education, civilian education, and security clearances can be found under Queries in the main Personnel menu.

NEW SOLDIER ARRIVAL  
MENU

- \* Assigned
- \* Attached
- \* SD Gains
- \* Exit

Help Dictionary Assigned Attached SD Exit:

#### 4.1.3.3 Assign New Soldier

The form that appears on the screen after you choose ASSIGNED contains four categories of fields: personal, qualifications, unit data, and service data. Some of the fields already have values. These are called default values and you can type over the value if it is not what you need or you can keep the value by using the tab key to skip past it. Some of the fields are mandatory; this means you must enter something. These fields are NAME, SSN, MPC, DOB, RANK, GRADE, MOS, UPC and POSITION. Without these fields, the reports will not work. Many fields have checks in them to help you enter the correct data. If the check fails, a message will print on the bottom of the screen giving you some advice. Section 3.2 on Security explained how a "PROTECTION VIOLATION" can prevent you from adding or updating data. If this happens, see the system operator. You also can be prevented from adding a soldier if he is already in the database.

The following is a list of the fields for assigning a new soldier to the battalion.

## ASSIGN NEW SOLDIER

### PERSONAL DATA

name: [REDACTED]      ssn: [REDACTED]      mpc: [REDACTED]  
sex: \_\_\_\_\_ race: \_\_\_\_\_ dob: 990101      dependents: \_\_\_\_\_  
ethnic: \_\_\_\_\_ citizen: \_\_\_\_\_ marital: \_\_\_\_\_  
religion: \_\_\_\_\_      hor: \_\_\_\_\_

### QUALIFICATION DATA

rank: [REDACTED]      grade: [REDACTED]      dor: \_\_\_\_\_      mos: [REDACTED]  
asi: \_\_\_\_\_      smos: \_\_\_\_\_      sasi: \_\_\_\_\_      lang: \_\_\_\_\_  
scty\_status: \_\_\_\_\_      scty\_clnc: \_\_\_\_\_      phys\_catcg: \_\_\_\_\_  
pulhes: \_\_\_\_\_      gt\_score: \_\_\_\_\_      promo\_ind: \_\_\_\_\_  
mil\_educ: \_\_\_\_\_      civ\_educ: \_\_\_\_\_      bonus\_mos: \_\_\_\_\_  
sqt\_score: \_\_\_\_\_      sqt\_date: \_\_\_\_\_

### UNIT DATA

upc: [REDACTED]      position: [REDACTED]      battle\_pos: \_\_\_\_\_  
report\_date: \_\_\_\_\_      arrive\_date: \_\_\_\_\_      depart\_date: \_\_\_\_\_  
date\_loss: \_\_\_\_\_      reg\_no: \_\_\_\_\_      reg\_br: \_\_\_\_\_  
reg\_home: \_\_\_\_\_      tf\_badge: \_\_\_\_\_      mealcard: \_\_\_\_\_  
mealcard\_dt: \_\_\_\_\_      sep\_rations: \_\_\_\_\_

### SERVICE DATA

pay\_entry: \_\_\_\_\_      active\_serv: \_\_\_\_\_      ets\_date: \_\_\_\_\_  
term\_serv: \_\_\_\_\_      rater1: \_\_\_\_\_  
rater2: \_\_\_\_\_      rater3: \_\_\_\_\_      last\_er: \_\_\_\_\_  
rater\_date: \_\_\_\_\_      photo\_susp: \_\_\_\_\_  
last\_combat\_dt: \_\_\_\_\_      combat\_area: \_\_\_\_\_      ret\_os: \_\_\_\_\_  
forgrn\_serv: \_\_\_\_\_      days\_leave: \_\_\_\_\_

\* Note: The boxes indicate that the field must be filled in.

Field	Size	Contents	Example
hor	15	Home of Record	ELGIN, IL
lang	10	Language Identifier	FR
last_combat	6	Year and Month - Last Combat	700101
last_er	6	Year and Month - Last Efficiency Rating	8405
marital	1	Marital Status	S
mealcard	8	Mealcard Number	J2157312
mealcard_dt	6	Date Mealcard Issued	840101
mil_educ	10	NCO Graduate/Military Education Level	PLC GRAD
mos	5	Military Occupational Specialty Code	13B10
mpc	1	Military Personnel Class	E
name	27	Individual Soldier's Name	SMITH JOE
newupc	5	UPC of receiving unit if soldier is detached	DF501
ojt_dt	6	Year and Month of OJT Completion	840101
oldupc	5	UPC of sending unit if soldier is attached	DF501
organic	1	Indicator if soldier is an SD gain	S
pay_entry	6	Pay Entry Basic Date (PEBD)	840101
photo_susp	6	Year and Month of Photograph Suspense	8402
phys_catcg	1	Physical Category Code	A
position	4	Duty Position	JA02
promo_ind	1	Promotion Indicator	P
pulhes	6	Physical Profile	111111
race	1	Race	C, M, N, R, X
rank	4	Rank	SGT
rater1	16	Name or title of first EER or OER rater	1SG
rater2	16	Name or title of first EER or OER rater	BTRY CDR
rater3	16	Name or title of third EER or OER rater	BN CDR
rater_date	6	Effective Date of Rating	840101
reg_br	2	Regimental Branch	FA
reg_home	10	Regimental Home	
reg_no	4	Regimental Number	1234
religion	26	Religion	NO-REL-PREF
report_date	6	Date Assigned to this Unit	840101
sasi	2	Secondary Additional Skill Identifier	5H
scty_clnc	2	Security Clearance	TS
scty_status	4	Status of Security Clearance	BI
sep_rations	1	Flag to indicate separate rations	S
sex	1	Sex	M
smos	5	Secondary MOS	11B10
sqt_date	6	Date of SQT test	840102
sqt_score	2	Skill Qualification Test Score	95
ssn	9	Social Security Number	1234456789
term_serv	1	Term of Service	6
tf_badge	5	TACFIRE Badge Number	6-69

#### 4.1.3.4 Attach a Soldier

To attach a soldier, enter items that might be used while he is on duty in the unit. The meaning of each field is the same as assigning a soldier. An extra field is presented with a default value already filled in. The Attach field has an "A" to indicate an attached status. Be sure to depart attached soldiers the same way you would depart an assigned individual.

ATTACH A SOLDIER

name:  ssn:  mpc:  attch: A

sex: M dob:  grade: mos:

asi: rank: dor: upc: 

position: battle-position:

arrive\_date: depart\_date:

mealcard: mealcard\_dt:

tf\_badge:

APPEND #1 (control-Z to add, (MENU KEY) to return)

NOTE: The boxes indicate that the field must be filled in.



#### 4.1.3.5 SD Gains

An SD gain needs only those fields that might be used while a soldier is on unit duty. The meaning of each field is the same as for assigning a soldier. The SD field should have an S for SD gain. Be sure to depart this soldier when he leaves the unit.

SD GAINS

name:  ssn:  mpc:  SD:

sex: M dob:  grade:  mos:

dor:  rank:  asi:  upc:

position:  battle\_pos:  arrive\_date:

depart-date:  mealcard:  mealcard\_dt:

tf-badge:

APPEND #1 (control-Z to add, <MENU KEY> to return)

NOTE: The boxes indicate that the field must be filled in.

#### 4.1.3.6 Updating and Retrieving Soldier Data

Select UPDATE (or U) to look at or change data about a soldier in the battalion. The update/retrieve menu will display more specific choices of what can be changed or viewed:

##### PERSONNEL UPDATE AND RETRIEVAL MENU

- |                                |   |
|--------------------------------|---|
| * Position Change              | To change position within the battalion. Remember to change both the UIC and the POSITION if the transfer is between batteries. |
| * Depart a Soldier             | To depart a soldier from the battalion. Also use this form to detach a soldier to another unit.                                 |
| * Individual Soldier<br>Record | To update or retrieve any or all of the fields in the soldier record.   |
| * Personal Data                | To update or retrieve data in the personal portion of the record. This includes race, date of birth, etc.                       |
| * Qualifications               | To update or retrieve data in the qualifications portion of the record. This includes MOS, SQT scores, rank, etc.               |
| * Unit Data                    | To update or retrieve data related to the unit or the battalion such as mealcard number and date of loss.                       |

PERSONNEL UPDATE AND RETRIEVAL  
MENU

- \* Position Change
- \* Depart a Soldier
- \* Individual Soldier Record
- \* Personal Data
- \* Qualification Data
- \* Unit Data
- \* Service Data
- \* Exit

Help Position Depart Individual Personal Qualls Unit Service Exit:

\* Service Data

To update or retrieve service related data. This includes date of loss, ets\_date, last EER, etc.

\* Exit

Return to the main personnel menu.

Position (or PO) is the command for changing an individuals's UPC or position and DEPART (D) is for deleting him from the database. INDIVIDUAL (or I) is the menu item to view or change any field in the soldier record. It looks the same as the form for assigning a new soldier. The remaining choices in the update menu are: PERSONAL (or PE), QUALS (or Q), UNIT (or U), and SERVICE (or S). These correspond to the sections in the individual soldier record and have the same fields. It is easier to find a particular item because there are fewer fields to skip.

#### 4.1.3.7 Update Soldier Position

To move a soldier from one battery to another or to change his position within a battery, choose POSITION (or PO). Retrieve the soldier by making a query and type in the new position code and UPC. Do not forget the UPC or he will not appear in the right roster. The battle position is an optional field that could contain a different position for war-time use.

UPDATE SOLDIER POSITION

name: \_\_\_\_\_

ssn: \_\_\_\_\_

position: \_\_\_\_\_

upc: \_\_\_\_\_

ENTER QUERY ( <MENU KEY> to return or to run)

#### 4.1.3.8 Depart a Soldier

For departures, choose the DEPART command (or D). Again, make a query for the soldier you want and choose DELETE (or D) to delete him from the database. This will also delete his training records, hand receipts, and membership in any other rosters. This form is also used to detach a soldier. Enter a "D" in the Detached field and the UPC of the receiving unit. To return a detached soldier, enter a blank in this field. The detached status may also be changed by entering a blank in the ATTACH field under Unit Data. Do not choose the delete option if you are only detaching a soldier.

DEPART A SOLDIER

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

If this soldier is DETACHED, enter a "D" in the DETACHED field and the receiving unit in the UNIT field.

Detached: \_\_\_\_\_ Unit: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)



#### 4.1.3.9 Retrieve/Update Individual Soldier Record

The fields in the Individual Soldier Record are the same as those in the Assign New Soldier form. Also, each of the four categories of data has a separate form. The Individual form is most useful when you want to look at many different kinds of fields or if you do not know the category. The smaller forms for each category are useful when you want to change or look at the same field for many different soldiers.

RETRIEVE/UPDATE SOLDIER RECORD

PERSONAL DATA

name: [REDACTED]      ssn: [REDACTED]      mpc: [REDACTED]  
sex: \_\_\_\_\_ race: \_\_\_\_\_ dob: [REDACTED] dependents: \_\_\_\_\_  
ethnic: \_\_\_\_\_ citizen: \_\_\_\_\_ marital: \_\_\_\_\_  
religion: \_\_\_\_\_

QUALIFICATION DATA

rank: [REDACTED]      grade: [REDACTED]      dor: \_\_\_\_\_      mos: [REDACTED]  
asi: \_\_\_\_\_      dmos: \_\_\_\_\_      dasi: \_\_\_\_\_      smos: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

NOTE:      The fields continue to list as you tab past each field. All categories of data are presented.


NOTE:      The boxes indicate that the field must be filled in.

PERSONAL DATA

name: [REDACTED] ssn: \_\_\_\_\_  
mpc: \_\_\_\_\_ sex: \_\_\_\_\_ race: \_\_\_\_\_ dob: [REDACTED]  
dependents: \_\_\_\_\_ ethnic: \_\_\_\_\_  
citizen: \_\_\_\_\_ marital: \_\_\_\_\_ religion: \_\_\_\_\_  
hor: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

QUALIFICATION DATA

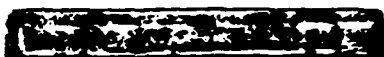
name:  ssn: \_\_\_\_\_  
rank: \_\_\_\_\_ grade: \_\_\_\_\_ dor: \_\_\_\_\_ mos: \_\_\_\_\_  
asi: \_\_\_\_\_ smos: \_\_\_\_\_ sasi: \_\_\_\_\_ lang: \_\_\_\_\_  
scty\_status: \_\_\_\_\_ phys\_categ: \_\_\_\_\_ scty\_clnc: \_\_\_\_\_  
pulhes: \_\_\_\_\_ gt\_score: \_\_\_\_\_ promo\_ind: \_\_\_\_\_  
mil\_educ: \_\_\_\_\_ civ\_educ: \_\_\_\_\_ bonus\_mos: \_\_\_\_\_  
sqt\_score: \_\_\_\_\_ sqt\_date: \_\_\_\_\_

---

ENTER QUERY (<MENU KEY> to return or to run)

UNIT DATA

name:



ssn: \_\_\_\_\_

upc:



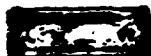
position:



battle\_pos: \_\_\_\_\_

report\_date:

arrive\_date:



depart\_date: \_\_\_\_\_

date\_loss:

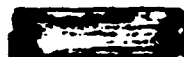


reg\_no: \_\_\_\_\_

reg\_br: \_\_\_\_\_

reg\_home: \_\_\_\_\_

mealcard:



mealcard\_dt: \_\_\_\_\_

sep\_rations: \_\_\_\_\_

tf\_badge: \_\_\_\_\_

attach: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

NOTE: The boxes indicate that the field must be filled in.

SERVICE DATA

name:

ssn:

pay\_entry:

active\_serv:

ets\_date:

term\_serv:

last\_er:

rater1:

rater2:

rater3:

rater\_date:

photo\_susp:

ret\_os:

last\_combat:

combat\_area:

forgn\_serv:

days\_leave:

ENTER QUERY (<MENU KEY> to return or to run)

#### 4.1.3.10 Daily Personnel Status

The daily status should be updated each morning. If someone's status is the same as yesterday, his status does not need changing, but if someone returns to present for duty (PDY), then his status does need to be changed. There is also a field to enter planned status.

To enter someone's status, type his name in the name field as ALL CAPITALS and last name first (SMITH JOHN JOSEPH JR), or type just his last name followed by a star (SMITH\*). If there is more than one match find the name you want by entering CTRL/F (hold down the CTRL key and the F key at the same time). When the right name is displayed, enter the status, the begin and end dates, and the location and reason for this status change.

Use the following status codes (IN CAPITALS):

AWOL	ORU
APPOINTMENT	PASS
CONFINEMENT	PDY
CQ	QUARTERS
DETAIL	SD EXTERNAL
GUARD	SD INTERNAL
HOSPITAL	SICK CALL
IN/OUT	TDY
LEAVE	UNIT DUTY
MIL SCHOOL	

DAILY PERSONNEL STATUS

name:

[REDACTED]

ssn: \_\_\_\_\_

status:

[REDACTED]

actual\_begin:

[REDACTED]

actual\_end: \_\_\_\_\_

planned\_status: \_\_\_\_\_

plan\_begin: \_\_\_\_\_

plan\_end: \_\_\_\_\_

location: \_\_\_\_\_

reason: \_\_\_\_\_

HELP QUERY GO END <Command>:

NOTE: The boxes indicate that the field must be filled in.



#### 4.1.3.11 Special Rosters

To enter a soldier into the drivers, PRP, or special conditions roster, choose SPECIAL (or S). Since REPORTS (or R) is another choice in the menu, R would not be unique. Under rosters, you have DRIVERS (or D), PRP (or P), and SPECIAL (or S). After you have selected a roster, there will be a list of actions displayed on the bottom of the screen. To enter a soldier into one of these rosters, choose APPEND (or A); to change information or to enter a new field, choose UPDATE (or U). Choose RETRIEVE (or R) if you only need to look at the data and EXIT (or E) to go back to the rosters menu. For the rosters, you need to enter the full name and social security number when you are appending. Have a copy of the battery roster nearby to check the spelling. The name is compared to the SOLDIER table; if it is not in there or if it is spelled differently, you cannot add the name to the roster.

SPECIAL ROSTERS MENU





- \* Drivers
- \* Personnel Reliability Program
- \* Special
- \* Exit

Help Drivers PRP Special Exit:

#### 4.1.3.12 Drivers Roster

This roster contains fields for drivers, their license number, license class the bumper number of the vehicle they drive, and their position. The license classes can be either 5 TON, 2 1/2 TON, JEEP, GOAT or TMP. If an individual has more than one license, make a separate entry for each. For the first license, you can retrieve the driver in update mode; for additional licenses, use the append mode.

DRIVERS ROSTER

name:  ssn: \_\_\_\_\_ upc: \_\_\_\_\_  
train\_status: \_\_\_\_\_ status\_date: \_\_\_\_\_  
lic\_class:  lic\_no:   
driv\_pos: \_\_\_\_\_ bumper: 

ENTER QUERY (<MENU KEY> to return or to run)

NOTE: The boxes indicate that the field must be filled in.

#### 4.1.3.13 PRP Roster

The PRP roster contains soldiers registered in the Personnel Reliability Program who should be entered into the PRP roster. This roster also contains important dates for required reading, training, and testing scores and SAS team. The meanings of the fields are as follows:

##### PRP ROSTER FIELDS

Field	Type	Size	Content
c_int_score	integer	1	Custodian Initial Test Score
c_int_test	date	12	Custodian Initial Test Date
c_semi_score	integer	1	Custodian Semi-annual Test Score
c_semi_test	date	12	Custodian Semi-annual Test Date
compl_3180	date	12	Date DA form 3180 was completed
cust	character	1	Custodian? (Y or N)
ed_evac	date	12	Emergency Destruction and Evacuation Date
init_3180	date	12	Date DA form 3180 was initiated
init_score	integer	1	Score from Initial Test
init_test	date	12	Date of Initial Test
init_trng	date	12	Date of Initial Training
name	character	27	Individual soldier's Name
pos	character	4	Critical or Controlled Position:CRIT or CONT
qtrly_trng	date	12	Date of last quarterly refresher training
rqd_read_beg	date	12	Date that required reading was begun
rqd_read_end	date	12	Date that required reading was finished
sas_team	character	5	Sealed Authentication System Team (BTRY)
semi_retest	date	12	Date of last semi-annual retest
semi_score	integer	1	Score from last semi-annual retest
side	character	4	Red or Blue side in SAS team
ssn	text	9	Social Security Number

PRP ROSTER

\_\_\_\_\_  
|name: \_\_\_\_\_|      ssn: \_\_\_\_\_      pos: \_\_\_\_\_  
|\_\_\_\_\_|

init\_3180: \_\_\_\_\_      compl\_3180: \_\_\_\_\_      ed\_evac: \_\_\_\_\_  
rqd\_read\_beg: \_\_\_\_\_      rqd\_read\_end: \_\_\_\_\_  
init\_trng: \_\_\_\_\_      qtrly\_trng: \_\_\_\_\_  
init\_test: \_\_\_\_\_      init\_score: \_\_\_\_\_  
semi\_retest: \_\_\_\_\_      semi\_score: \_\_\_\_\_  
sas\_team: \_\_\_\_\_      side: \_\_\_\_\_

APPEND #1 (control-Z to add, <MENU KEY> to return)

#### 4.1.3.14 Roster of Special Conditions

The special roster contains soldiers who have an unfavorable action pending or who have some special condition. Access to this roster is limited to commanders, the S1 and S2 and 1st sergeants. The information in this roster is used to determine deployability. The conditions are: COURT MARTIAL, MEDICAL PROFILE, SOLE FAMILY MEMBER, SOLE PARENT, DRUG/ALCOHOL, CHAPT 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and ARTICLE 15 FIELD or COMPANY, OVERWEIGHT, and PREGNANT.

# ROSTER OF SPECIAL CONDITIONS

name:

ssn:

condition:

date:

comment:

ENTER QUERY (<MENU KEY> to return or to run)



#### 4.1.3.15 Report Menu

Choose REPORTS (or R) to get one of the personnel reports. From the reports menu: choose DAILY (or D) to get the daily status report, ROSTER (or R) to get a battalion or battery roster, UNITMAN (or U) to get the unit manning report, SKILL (or S) to get the skill inventory or shortages report, INDIVIDUAL (or I) to get all the data about one individual, and MTOE to get the personnel portion of the MTO&E.

A report usually first consists of a calculation phase. Sometimes the calculation phase requests the UPC for the battery. You can enter one of the UPC's: DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or a "\*" to request the report for the whole battalion. If you only have permission to see one battery, the "\*" only gives you that one battery. The program prints messages at the bottom of the screen telling you what is being calculated.

When the calculation phase is complete, a report menu appears which may also have a space to put the UPC of the battery. Again, use the "\*" to request the whole battalion. The PF1 key takes you to the bottom of the screen where you have two choices: REPORT (or R) and END (or E). Choose REPORT (or R) to format the report. Unless you format a new report, the last one generated is the one that will print. The report program also prints messages at the bottom of the screen. When the report is formatted, the same report menu returns. This time, choose END (or E) to go to the print menu. In the print menu, you can send the output to the PRINTER (or P) and the TERMINAL (or T). Since you will return to this menu again, you can send many copies to the printer or you can look at the report on the terminal screen and then decide to print it.

Daily        - The Daily status report counts duty status and total strength for officers, enlisted, and warrant officers. There are two reports, the second lists individuals under each status.

## REPORT MENU

- ★ Daily Personnel Status
- ★ Personnel Roster
- ★ Unit Manning Report
- ★ Skill Inventory
- ★ Individual Personnel Record
- ★ MTOE (Personnel Portion)
- ★ Exit

Help Daily Roster Unitman Skill Individual MTOE Exit:

- Roster - The battalion or battery roster lists soldiers alphabetically.
- PRP - The PRP report gives the Personnel Reliability Program roster.
- Unitman - The Unit Manning Report lists soldiers by position in the MTO&E.
- Skill - The Skill Inventory counts assigned, authorized, and required by MOS and grade.
- Individual - The Individual Soldier Record is all the data for one soldier.
- MTOE - The Personnel portion of the MTO&E lists required and authorized positions.

#### 4.1.3.16 Daily Personnel Status Report

The Daily Personnel Status Report gives a breakdown of daily attendance by officers, warrant officers, and enlisted soldiers. First, the total strength is accounted for according to whether they are assigned, attached or detached. Next, the Absent from Duty personnel are itemized by type of status. The Present for Duty counts are the result of subtracting the Absent from Duty amount from the total strength. The Absent from Training personnel are itemized by type of status also. These individuals are considered Present for Duty, but they are not available for training. Finally, the Present for Training category includes any Special Duty (SD gains) personnel.

The second report under the Daily Personnel Detail Report lists the detailed information about dates and locations for each individual who is Absent from Duty or Absent from Training.

6-AUG-1984

22:00:58

1st Battalion 11th Field Artillery  
Ft. Lewis, WA 98433

## DAILY PERSONNEL STATUS REPORT

<b>A. STRENGTH</b>	<b>Officer</b>	<b>Warrant</b>	<b>Enlisted</b>
	-----	-----	-----
1. ASSIGNED	33	2	513
2. ATTACHED	0	0	1
3. DETACHED	0	0	0
	-----	-----	-----
4. TOTAL	33	2	514
<b>B. ABSENT FROM DUTY</b>	<b>Officer</b>	<b>Warrant</b>	<b>Enlisted</b>
	-----	-----	-----
1. LEAVE	2	0	43
2. TDY	0	0	1
3. AWOL	0	0	0
4. CONFINEMENT	0	0	0
5. HOSPITAL	0	0	0
6. MIL SCHOOL	0	0	6
7. QUARTERS	0	0	1
8. SD EXTERNAL	1	0	6
9. PASS	0	0	15
	-----	-----	-----
10. TOTAL	3	0	72
<b>C. PRESENT FOR DUTY</b>	<b>Officer</b>	<b>Warrant</b>	<b>Enlisted</b>
	-----	-----	-----
1. PDY	30	2	442
<b>D. ABSENT FROM TRAINING</b>	<b>Officer</b>	<b>Warrant</b>	<b>Enlisted</b>
	-----	-----	-----
1. UNIT DUTY	1	1	33
2. IN/OUT	0	0	5
3. DETAIL	0	0	1
4. GUARD	0	0	0
5. CQ	0	0	5
6. APPOINTMENT	0	0	1
7. SICK CALL	0	0	3
8. ORU	0	0	0
9. SD INTERNAL	0	1	10
	-----	-----	-----
10. TOTAL	1	2	58
<b>E. PRESENT FOR TRAINING</b>	<b>Officer</b>	<b>Warrant</b>	<b>Enlisted</b>
	-----	-----	-----
1. ORGANIC	29	0	384
2. SD GAINS	0	0	0
	-----	-----	-----
3. TOTAL	29	0	384

7-AUG-1984

00:13:37

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

## DAILY PERSONNEL DETAIL REPORT

## B. ABSENT FROM DUTY

## 1. LEAVE

Name	Rank	Bty	Begin	End	Reason	Location
	SGT	A			EMERGENCY	
	PFC	A	84.07.09	84.07.16	ORDINARY	
	SSG	A				
	SSG	A				
	SP4	A				
	SSG	A				
	PFC	A				
	PFC	A				
	PV1	B				
	SP4	B				
	SSG	B				
	SFC	B				
	SP4	B				
	PV1	B				
	SP4	B				
	SP4	B				
	PFC	B				
	SP4	B				
	SSG	C	84.07.23	84.08.16		
	PFC	C	84.07.15	84.08.11		
	1SG	C	84.08.02	84.08.08		
	PFC	C	84.08.01	84.08.30		
	SSG	C	84.07.28	84.08.08		
	PFC	C	84.08.01	84.08.20		
	PV1	C	84.08.27	84.08.08		
	SSG	C	84.07.20	84.08.10		
	SGT	C	84.07.16	84.08.14		
	SP4	C	84.07.21	84.08.10		
	PV2	HMB	84.07.23	84.08.16		
	LTC	HMB	84.07.26	84.08.08		
	SGT	HMB	84.07.18	84.08.17		
	PFC	HMB	84.07.23	84.08.10		
	PV2	HMB	84.08.04	84.08.20		
	PV1	HMB	84.08.05	84.08.18		
	1LT	HMB	84.08.01	84.08.07		
	SP4	HMB	84.07.23	84.08.06		
	SFC	HMB	84.07.17	84.08.10		
	SGT	HMB	84.08.02	84.08.13		
	PV2	SVC				
	SSG	SVC				
	PV2	SVC				
	SP4	SVC				
	PFC	SVC				
	PV2	SVC				
	SSG	SVC	84.07.15			

## 2. TDY

SFC	068469341	SVC	84.02.01
-----	-----------	-----	----------

#### 4.1.3.17 Battalion Personnel Roster

The Battalion (or Battery) Roster lists individuals in each battery in alphabetical order. The other fields listed in this report are: Grade, Rank, Primary MOS, Date Assigned, Date of Rank, Driver's License Class, Duty Status, Mealcard Number with a separate rations indicator, and Security Clearance Level. Please remember that social security numbers should not be exposed any more than necessary in order to do your job.

19-DEC-1984

10:57:3

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

BATTALION PERSONNEL ROSTER

Name	Social Security	Grade	PMOS	Battery	Date Assigned	DOR	Driver's License Class --- Date	Duty Status	Meal Card	Sec Clr
Battery HMB										
		E3	91810	HMB	830623	840101		CQ	J1457215	U
		E3	36K10	HMB	831128	840713	GOAT	LEAVE	J1457059	U
		E4	36K10	HMB				PDY		
		E2	13F10	HMB	840315	840510		SD INTERNAL	J4157495S	S
		E7	94840	HMB	840212	840108		ATTACHED	J4192343S	S
		E7	13C40	HMB	821112	840528		PDY	J4192388S	S
		E3	36K10	HMB	840106	840816		PDY	J1457143	U
		O3	13A00	HMB	840228	830701		LEAVE	J4192389S	T
		E2	76V10	HMB	840126	840321		PDY	J4192390S	U
		E1	82C10	HMB	840620	840120		PDY	J1457540	
		E3	36K10	HMB	831129	840324	GOAT	PDY	J1457060	U
		E6	96830	HMB	830805	831004	GOAT	PDY	J4192392S	T
		E6	05C30	HMB	831031	831019	GOAT	PDY	J4192393S	S
		E5	17C20	HMB	830620	810712	JEEP	LEAVE	J4192394S	C
		E3	13F10	HMB	840109	840401		SD INTERNAL	J1457133	S
		E4	82C10	HMB	840410	840204		PDY	J1457536	U
		O1	13A00	HMB	840706	840113		SD INTERNAL	J4192395S	
		E2	54E10	HMB	840222	840322		PDY	J4192396S	U
		E5	13F20	HMB	830405	840607		SD INTERNAL	J1457563	S
		E6	82C30	HMB	820204	820807		LEAVE	J4192397S	S
		E5	6382L	HMB	830510	830801	2 1/2 TON	PDY	J4192398S	U
		E4	05C10	HMB	830909	840201	GOAT	PDY	J4192399S	U
		E3	36K10	HMB	831117	840707	GOAT	PDY	J4192400S	U
		E7	13F40	HMB	830328	810902	GOAT	LEAVE	J4157359S	T
		E6	94830	HMB	821130	800111		PDY	J4192401S	S
		E7	75240	HMB	840910	840607		PDY		S
		E2	13F10	HMB	840518	840718	JEEP	PDY	J1457508	
		E6	13F30	HMB	840124	800724	JEEP	PDY	J4192402S	T
		E5	13F20	HMB	830714	790510	JEEP	SD INTERNAL	J4157320S	T
		O4	13A5S	HMB	821101	810803		PDY	J4157320S	T
		E2	13F10	HMB	840125	840321		SD INTERNAL	J1457293	S
		E2	76Y10	HMB	840224	840306		LEAVE	J1457366	U
		E7	75240	HMB	830504	840331		PDY	J4192403S	S
		E7	13C4L	HMB	821123	820302	5 TON	LEAVE	J4192405S	T
		E8	13M50	HMB	831227	810912		PDY	J4192406S	T
		E4	13F10	HMB	830525	820501	JEEP	PDY	J1457223	S
		E6	13F30	HMB	840821			PDY		
		E4	82C10	HMB	840501	840701		PDY	J4192407S	

#### 4.1.3.18 Unit Manning Report

The Unit Manning Report is a roster of the battalion, by battery, of each authorized or required position in the Table of Organizations and Equipment (TO&E). If the position is not filled, the name is called **\*\*unassigned\*\***. Fields that print in this report are: Duty Position, Position Title, Soldier Name, Social Security Number, Authorized Grade and MOS, Actual Grade and MOS, Date of Rank, Secondary MOS, Duty Status, Deployability, Date Assigned to Unit, Date Reported to Unit, Expiration Term of Service (ETS) Date, Estimated Date of Loss, Actual Date of Departure and Security Clearance.



7-AUG-1984

01:52:11

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

## UNIT MANNING REPORT

in WAB Battery as

Pos No.	Duty Title	Name	ASN	Act Grd	DOB	Act MOS	NOS	DNOS	SNOS	Duty Status	Deploy	ASI	Assign Date	Report Date	ETS Date	Loss Date	Report Date	Act Ctr
11 BN COMPANY SECTION																		
0001	BATTALION COMMANDER		05	011201	1300	13A5H	13000	13000	54000	LEAVE	Y	2H	030401	030409				1
0003	EXECUTIVE OFFICER		04	010803	1300	13A5S	13000	41000	POY	POY	Y	00	021101	021101	AAAAA			1
0005	S3		03	791229	1300	13000	13000	41000	POY	POY	Y	00	020201	020201	AAAAA			1
0007	C-E STAFF OFFICER		03	770830	25000	25A00	25000	41000	POY	POY	Y	00	030914	030914	AAAAA			1
0009	MOTOR OFFICER		02	030314	1301	13000	13010	00000	POY	POY	Y	00	030816	030823	AAAAA			1
0011	S1		01	030103	1301	13000	13010	00000	POY	POY	Y	00	030826	030826	AAAAA			1
0013	S2		03	020201	1305	13A5P	13050	00000	POY	POY	Y	00	020809	020809	AAAAA			1
0015	COMP SERGEANT MAJOR		00	790419	00250	1372H	00250	03040	POY	POY	Y	00	040319	040319	070126			1
0019	VEHICLE DRIVER		04	040214	13010	13010	13010	00000	CO	CO	Y	00	031011	031011	070214	040000		1
11 OPS/INTEL PLATOON HQ																		
0002	PLANS-OPERATIONS OFF		03		13000	13A5S			POY	POY	Y		040502					
0004	OPERATIONS SERGEANT		00	010912	13750	13A50	13750	7112H	POY	POY	Y	00	031227	031230	051005			1
0006	FIRE CONTROL NCO		07	020302	13040	13040	13040	00040	POY	POY	Y	00	021123	021124	040126			1
0008	CHEMICAL STAFF NCO		04	790517	04030	04030	04030	11030	POY	POY	Y	00	021014	021022	071006			1
0011	CLERK TYPIST		03	031202	71110	71110	71110	00000	POY	POY	Y	00	030602	030606	051201			1
0013	TF OPERATIONS SP		04	040216	13010	13010	13010	13010	POY	POY	Y	00	040300	040300	070103			1
0015	TF OPERATIONS SP		05	030702	13010	13020	13010	00000	POY	POY	Y	00	040110	040110	040130			1
0017	TAC WIRE OPS SPEC				30010													
11 OPERATIONS-FB SEC																		
0032	FIRE DIRECTION OFF		03	010404	13000	13A5P	13000	92000	POY	POY	Y	00	040123	040123				1
0034	TF COMPUTER OPERATOR		04	000724	13030	13030	13030	13030	POY	POY	Y	00	010409	010409	040021			1
0036	TF COMPUTER OPERATOR		04	010003	13030	13030	13030	13030	POY	POY	Y	00	021112	021112	001220	040910		1
0038	TF EQUIP SP		04	040201	13020	13010	13020	00000	POY	POY	Y	00	031110	031110	040707			1
0039	TF EQUIP SP		04	021124	13020	13010	13020	00000	POY	POY	Y	00	021217	021216	051123	040014		1
0043	TF OPERATIONS SP		04	030302	13010	13010	13010	00000	POY	POY	Y	00	030722	030726	040407			1
0045	TF OPERATIONS SP		03	031012	13010	13010	13010	00000	POY	POY	Y	00	040216	040216	071011			1
0047	TF OPERATIONS SP		04	021005	13010	13010	13010	00000	POY	POY	Y	00	040315	040315	040013			1
11 INTEL																		
17C10																		
0002	INTEL SPECIALIST		02	021127	13035	13035	13035	00000	LEAVE	LEAVE	Y	00	030816	030823				1
0004	TARGETING OFFICER		02	031126	25000	25000	25000	00000	POY	POY	Y	00	031201	031201	050420			1
0006	INTEL OFFICER (OICC)		07	010115	13050	13040	13050	11030	LEAVE	LEAVE	Y	00	020405	020405	070719			1
0008	INTELLIGENCE SERGEANT		04	031004	04030	04030	04030	17030	POY	POY	Y	00	030005	030016	051214			1
11 SURVEY PLATOON HQ																		
0002	RECON-SURVEY OFFICER		02	021127	13000	13000	13000	00000	POY	POY	Y	SP	030711	030711				1
0004	PLATOON SERGEANT		07	020210	02040	02040	02040	41040	POY	POY	Y	00	020013	020014	041204			1
0006	VEHICLE DRIVER		03	040424	02010	02010			POY	POY	Y		040501					1
11 SURVEY SECTION																		

#### 4.1.3.19 Skill Inventory Report

The Skill Inventory Report counts the number of soldiers at each grade and MOS. Grades E1, E2, and E3 are summed to produce the first grade. For each grade and MOS, the TO&E is used to supply the required and authorized amounts. The number of assigned personnel is produced by counting the current assigned strength in the main soldier information table. Both the columns and the rows have totals and the grand total is at the lower right corner.

6-AUG-1984

20:36:42

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

## SKILL INVENTORY

MOS	E1-E2-E3			E4			E5			E6			E7			E8			E9			ALL GRADES		
	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO	REQD	AUTH	ASGO
00R	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
00Z	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
05C	2	1	1	2	2	3	2	2	0	1	1	2	0	0	0	0	0	0	0	0	0	7	6	6
11B	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13B	151	126	140	88	70	68	21	21	29	21	21	23	7	7	7	0	0	0	0	0	0	288	245	267
13C	2	2	0	3	3	4	2	2	1	2	2	2	1	1	1	0	0	0	0	0	0	10	10	8
13E	6	6	5	6	6	15	3	3	3	3	3	2	0	0	0	0	0	0	0	0	0	18	18	25
13F	27	27	35	20	20	16	30	30	10	9	9	6	4	4	4	0	0	0	0	0	0	90	90	71
13H	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
13M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0	0	1	1	2
13Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	6	0	0	0	6	6	6
17C	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	6
31V	5	4	1	0	0	0	2	2	2	4	4	3	0	0	0	1	1	0	0	0	0	12	11	4
36K	16	11	11	14	12	3	4	4	3	0	0	0	0	0	0	0	0	0	0	0	0	34	27	17
44B	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
54E	0	0	1	0	0	1	4	4	2	1	1	1	0	0	0	0	0	0	0	0	0	5	5	5
63B	9	9	10	10	9	2	7	7	9	5	5	3	1	1	2	0	0	0	0	0	0	32	31	26
63D	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
71D	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0
71L	0	0	2	3	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3
71Q	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75B	2	1	2	1	1	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	5	4	3
75Z	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	1	1	2
76C	0	0	4	11	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11	5
76V	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
76W	2	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	1
76Y	2	0	5	7	7	2	1	1	1	5	5	4	1	1	1	0	0	0	0	0	0	16	14	13
82C	3	3	5	2	2	2	2	2	2	1	1	2	1	1	1	0	0	0	0	0	0	9	9	12
91B	2	1	3	5	4	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	9	7	6
91C	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
94B	5	2	6	9	6	2	5	5	3	5	5	5	1	1	1	0	0	0	0	0	0	25	19	17
96B	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	1	1	1
TOT	234	195	237	183	157	125	86	86	70	62	62	55	17	17	19	8	8	8	1	1	0	591	526	514

#### 4.1.3.20 PRP Roster Report

The Personnel Reliability Program (PRP) contains important data about individuals in the PRP Program. It lists important dates related to training and testing. Initial test and retest scores are also included. The format for the dates is YY.MM.DD. For example, 84.05.02 would be May 2, 1984. Dates are entered as the events happen, so different individuals will have different dates filled in depending on their progress through the program.

19-DEC-1994

14:06:05

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

## PERSONAL RELIABILITY PROGRAM ROSTER

Name	SSN	UPC	Rank	3100 Init	Training		Req Reading		Init		Semi		C_Init		C_Semi		SAS	
					Init	Dirly	Begin	End	Test	Score	Ratest	Score	Test	Score	Test	Score	Team	Side
06L00 ILT							03.07.11	03.07.13	03.07.14	02	04.05.09	85	0	0	0	0	0	04.02.22
06L00 ISG							04.01.23	04.01.25	04.01.25	08	04.08.04	94	0	0	0	0	0	
06L00 SFC							04.05.12	04.01.23	04.01.25	07	04.08.04	94	0	0	0	0	0	
06L00 SSG										0		0	0	0	0	0	0	
06L00 SSG							04.05.09	04.07.10	04.07.19	83		0	0	0	0	0	0	
06L00 SSG							04.04.09	04.04.11	04.04.11	84		0	0	0	0	0	0	
06L00 ILT							04.02.21	04.03.02	04.03.04	95		0	0	0	0	0	0	
06L00 SSG										0		0	0	0	0	0	0	
06L00 ISG							04.05.09	02.09.13	02.09.17	94	04.02.00	94	0	0	0	0	0	03.09.09
06L00 CPT							03.10.07	03.08.16	03.08.18	89	03.11.15	95	0	0	0	0	0	04.02.10
06L00 SPT							04.05.09	03.07.11	03.07.13	04	04.05.09	100	0	0	0	0	0	04.02.10
06L00 ILT							04.05.09	02.09.13	02.09.17	93	04.08.03	100	0	0	0	0	0	04.02.10
06L00 CPT							04.05.09	04.02.24	04.02.24	00	04.08.04	94	0	0	0	0	0	
06L00 SFC										0		0	0	0	0	0	0	
06L00 SSG							04.05.09	02.09.13	02.09.17	92	04.02.10	94	0	0	0	0	0	04.02.10
06L00 ZLT							04.02.10	02.09.13	02.09.17	95	04.03.04	93	0	0	0	0	0	04.02.10
06L00 ILT							04.05.09	02.09.13	02.09.17	94	04.02.10	90	0	0	0	0	0	04.02.10
06L00 CPT							04.02.14	04.01.23	04.01.25	04	04.05.09	82	0	0	0	0	0	04.01.13
06L00 SSG							03.12.12	02.12.06	02.12.08	94	04.01.15	94	0	0	0	0	0	04.02.10
06L00 MAJ							04.02.10	03.04.25	03.04.27	85	04.02.10	90	0	0	0	0	0	04.02.10
06L00 SSG							04.05.09	02.09.13	02.09.17	87	04.08.03	82	0	0	0	0	0	04.02.10
06L00 ILT										0		0	0	0	0	0	0	
06L00 LTC										0		0	0	0	0	0	0	
06L00 MAJ							04.03.04	02.09.13	02.09.17	90	04.03.04	97	0	0	0	0	0	04.03.04
06L00 CPT							04.08.03	02.09.13	02.09.17	94	04.04.11	0	0	0	0	0	0	04.02.10
06L00 ILT							04.04.16	02.09.08	02.09.17	85	04.04.17	0	0	0	0	0	0	03.09.09
06L00 CPT							04.03.09	02.10.12	02.10.14	93	04.03.04	100	0	0	0	0	0	04.03.04
06L00 CPT							04.05.09	02.09.13	02.09.17	97	04.02.10	100	0	0	0	0	0	04.02.10
06L00 ILT							04.08.02	04.01.23	04.01.25	87	04.05.09	82	0	0	0	0	0	04.02.10
06L00 ILT							04.08.02	03.07.11	03.07.13	87	04.05.09	90	0	0	0	0	0	04.02.10

#### 4.1.3.21 Individual Soldier Record

The Individual Soldier Record report is simply a listing of all the fields in the SOLDIER table. This report asks you for the name of the individual. You can use star (\*) to stand for the last part of the name, for example MCGRADY\*. You can also use star (\*) alone in the name field to retrieve all the soldiers in the battery. Do this only if you need it, it takes a long time to print.

19-DEC-1984

11:51:02

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

INDIVIDUAL SOLDIER RECORD  
-----

PERSONAL DATA

Name:		Ssn:
Mpc: E	Hor:	Sex: M
Race: C	Dob: 610521	Marital: M
Dependents:	3 Ethnic: X	Religion: NO-REL-PREF
Citizen: 1		

QUALIFICATIONS

Rank: SGT	Grade: E5	
Dor: 830701	Mos: 76Y20	Asi: 00
Lang:	Scty_clnc: S	Scty_status: 6
Pulhes: 111111	Phys_categ: A	Cur_promo_dt: 0000
Cur_promo_pt:	0 Promo_ind:	Dmos: 76Y30
Dasi: 00	Civ_educ: HS GRAD	Mil_educ: PLC GRAD
Smos: 00000	Sasi: 00	Verif_smos:
Verif_dt:	Bonus_mos:	Bonus_date:
Ojt_dt:	Gt_score: 117	Unit:

UNIT DATA

Arrive_date: 830901	Report_date: 830905	Upc: DGLA0
Oldupc: DF501	Newupc:	Depart_date:
Position: PA21	Battle_pos: PA21	Reg_no:
Reg_br:	Reg_home:	Date_loss:
Mealcard: J4192220	Mealcard_dt:	Tf_badge:
Attch:	Organic: 0	

SERVICE DATA

Ets_date: 860515	Term_serv:	3 Ret_os: 830729
Active_serv: 800826	Pay_entry: 800703	Photo_susp:
Last_er: 8401	Rater1: 1SG	Rater2: BTRY CDR
Rater3: BN CDR	Rater_date:	Last_combat:
Combat_area: 2	Forgn_serv: 5	Spec_pay:
Incent_pay:	Susp_favor:	Priv_dispute:
Days_leave: 0.000		

#### 4.1.3.22 MTO&E Report

The personnel portion of the Modified Table of Organization and Equipment (MTO&E) is listed in this report. Each section in each unit is identified separately and the SIDPERS position codes that belong to each unit are also listed. Other fields appearing in this report are: authorized MOS, ASI, grade and rank; paragraph and line from the TO&E; and branch of service. Totals are calculated for each section. Notice that in this version of the TO&E, when there are two or more sections under the same paragraph, each section name has a different number or letter to distinguish it from other sections.



4-NOV-1984  
ON TIME

1st BATTALION, 11th FIELD ARTILLERY  
Fort Lewis, WA

13155147

MODIFICATION TABLE OF ORGANIZATION AND EQUIPMENT

PERSONNEL ALLOWANCES

Unit ID	Para	Line	Use	Pos	Pos Title	Rank	Grade	Moq	Asst	Lic	Br	Required	Authorized	Remarks
<b>COMMAND SECTION</b>														
BN CMD	101	1	DGLT0	JA05	BATTALION COMMANDER	LTC	O5	13E00	SH		FA	1.000	1.000	
BN CMD	101	2	DGLT0	JA10	EXECUTIVE OFFICER	MAJ	O4	13E00			FA	1.000	1.000	
BN CMD	101	3	DGLT0	JA15	S3	MAJ	O4	13E00	SH	SM	FA	1.000	1.000	
BN CMD	101	4	DGLT0	JA20	C-E STAFF OFFICER	CPT	O3	25A00	SM	48	SC	1.000	1.000	
BN CMD	101	5	DGLT0	JA25	CHAPLAIN	CPT	O3	56A00			CH	1.000	1.000	
BN CMD	101	6	DGLT0	JA30	MOTOR OFFICER	CPT	O3	13E91			FA	1.000	1.000	
BN CMD	101	7	DGLT0	JA35	S1	CPT	O3	13E41			FA	1.000	1.000	
BN CMD	101	8	DGLT0	JA40	S2	CPT	O3	13E35	SH	SM	FA	1.000	1.000	
BN CMD	101	9	DGLT0	JA45	S4	CPT	O3	13E92			FA	1.000	1.000	
BN CMD	101	10	DGLT0	JA50	COMMAND SGT MAJOR	CSM	E9	00Z50			NC	1.000	1.000	
BN CMD	101	11	DGLT0	JA55	LIGHT VEHICLE DRIVER	PFC	E3	13B10				1.000	1.000	
BN CMD	101	11	DGLT0	JA60	LIGHT VEHICLE DRIVER	PFC	E3	13B10				1.000	1.000	
<b>TOTALS FOR PARAGRAPH:</b>												12.000	12.000	
<b>OPS8-INTEL PLATOON HQ</b>														
OPS-INTEL	102	1	DGLT0	JC05	PLANS-OPERATIONS OFF	CPT	O3	13E00	SH	SU	FA	1.000	1.000	
OPS-INTEL	102	2	DGLT0	JC10	CHEMICAL OFFICER	ILT	O2	74A00			CM	1.000	1.000	
OPS-INTEL	102	3	DGLT0	JC15	OPERATIONS SERGEANT	MSG	E8	13Y50	QB		NC	1.000	1.000	
OPS-INTEL	102	4	DGLT0	JC20	FIRE CONTROL NCO	SFC	E7	13C40			NC	1.000	1.000	
OPS-INTEL	102	5	DGLT0	JC25	NBC NCO	SSG	E6	54E30			NC	1.000	1.000	
OPS-INTEL	102	6	DGLT0	JC30	CLERK TYPIST	SP4	E4	71L10				1.000	1.000	
OPS-INTEL	102	7	DGLT0	JC35	CHBT SIGNALER	SP4	E4	31K10				1.000	1.000	
OPS-INTEL	102	8	DGLT0	JC40	LIGHT VEHICLE DRIVER	PFC	E3	13B10				1.000	1.000	
OPS-INTEL	102	9	DGLT0	JC45	TF OPERATIONS SPEC	PFC	E3	13C10				1.000	1.000	
OPS-INTEL	102	9	DGLT0	JC50	TF OPERATIONS SPEC	PFC	E3	13C10				1.000	1.000	
OPS-INTEL	102	10	DGLT0	JC55	TF OPERATIONS SPEC	SP4	E4	13C10				1.000	1.000	
<b>TOTALS FOR PARAGRAPH:</b>												11.000	11.000	
<b>OPERATIONS-FD SECTION</b>														
OPS-FDC	103	1	DGLT0	JE05	FIRE DIRECTION OFF	CPT	O3	13E00	SH		FA	1.000	1.000	
OPS-FDC	103	2	DGLT0	JE10	TF COMPUTER OPERATOR	SSG	E6	13C30			NC	1.000	1.000	
OPS-FDC	103	2	DGLT0	JE15	TF COMPUTER OPERATOR	SSG	E6	13C30			NC	1.000	1.000	
OPS-FDC	103	3	DGLT0	JE20	TF EQUIPMENT SPEC	SP5	E5	13C20				1.000	1.000	
OPS-FDC	103	3	DGLT0	JE25	TF EQUIPMENT SPEC	SP5	E5	13C20				1.000	1.000	
OPS-FDC	103	4	DGLT0	JE30	TF OPERATIONS SPEC	PFC	E3	13C10				1.000	1.000	
OPS-FDC	103	4	DGLT0	JE35	TF OPERATIONS SPEC	PFC	E3	13C10				1.000	1.000	
<b>TOTALS FOR PARAGRAPH:</b>												7.000	7.000	
<b>INTELLIGENCE SECTION</b>														

#### 4.1.3.23 Query Supporting Data

The following is a list of the types of support data that you may look at or modify:

Daily Status Codes	Codes and deployability for statuses in daily status report.
Special Conditions	Conditions and deployability in special conditions roster.
Religions	Names of religions in the individual soldier record.
Grades and Ranks	Corresponding grade for each rank.
Military Education	Military education codes in individual soldier record.
Civilian Education	Civilian education codes in individual soldier record.
Unit Names	Unique name for each section in the battalion.
Security Status	Codes for security clearance investigation status.
Clearances	Codes for security clearances.
Exit	Return to the main personnel menu.

The information in these tables does not change on a regular basis. It consists of reference data and descriptions for many of the codes in the SOLDIER record. This is a good reference when you need to know the correct values for these fields.

QUERY/UPDATE SUPPORTING TABLES

- \* Daily Status Codes
- \* Special Conditions Codes
- \* Religions
- \* Grades and Ranks
- \* Military Education Codes
- \* Civilian Education Codes
- \* Unit Names
- \* Security Status Codes
- \* Clearances
- \* Exit

Help Daily Special Religion Grades Miled Cived Units Scty Clearance Exit:

#### 4.1.3.24 Mail

The last choice in the Main Personnel Menu is Mail. It is the same as executing mail from outside the menu. If you are in Personnel and need to send or read mail, this is the faster way to get there.

## SECTION 5

### TRAINING

#### 5.1 TRAINING DATABASE

The Training portion of the database lets you use the computer to build training schedules, keep track of training scores and create training reports. These reports can be very useful in organizing training events. After a training event is over, other reports can show which tasks were done well and which tasks need more practice. As you will see later, the computer can handle ARTEP tasks, MOS tasks, Common Skills, PT Qualification and Weapons Qualification.

##### 5.1.1 Capabilities and Procedures

The best way to see how the computer can help with Training is to demonstrate; for example, a commander has decided that his unit needs more training in some Common Skills tasks. He will have his training clerk schedule a Common Skills training event. The clerk will log on to the computer and using menus shown below, will do the following things:

- 1) Look at the training schedule on the screen and find out when the event can be scheduled. If the battalion staff has scheduled an ARTEP exercise the Common Skills event will have to come before or after it. If a special classroom is needed he can check to see if some other unit in the battalion will be using it.
- 2) Add a new event to the training schedule by calling up a form onto the screen and entering the date, time, location instructor and other necessary information. The tasks to be trained and the soldiers participating are also entered. If the clerk does not know the exact task numbers or the names of all the soldiers in his unit, he can ask the computer to look

them up for him. Then he can just check off the tasks and soldiers he wants from a list. This event will show up in the Training Schedule report the next time it is run.

- 3) Have the computer print some reports that summarize the event and show what tasks will be trained and a roster of participating soldiers. These reports can be given to the commander for review and changes made if needed.
- 4) After the commander has approved the event, the clerk can give a copy of the reports to the instructor so that he can prepare for the training. The clerk can also have the computer print out a score sheet that the instructor can use to record each soldier's score for each task.
- 5) When the training is complete, the clerk will use the score sheet filled in by the instructor to enter the scores into the computer.
- 6) After the scores are all entered, that clerk can run reports for the commander showing how the entire unit performed, how each section performed and a Job Book to show how each soldier performed. The commander can then use this information to help determine what tasks, if any, his unit needs more training in and which sections should take part in the additional training. Section chiefs can also use the reports to help identify soldiers who may need further instruction.

This is just one way the the computer can be used to help with Training. Many events in the schedule, such as PT and Formations, are not this complicated and only require simple time, date and location information. But this example does show the three main things that the user works with in Training. These are the Training Schedule, Training Scores and Training Reports. In the next sections, how to use the menus to schedule events, enter

scores and run the reports will be explained. Before going on to the menus, note one more important feature.

In order for the computer to make sure that only real tasks are scheduled and to help you look up tasks you are not sure about, information about each ARTEP, Mission and Task must be stored in the computer. This information is known as the Training Reference Data and is based on the ARTEP and MOS training manuals. It simply consists of lists of all the tasks that go with each ARTEP and Mission and all the tasks that go with each MOS. Most of this information is already available in the computer but once in a while, the computer may tell you that it does not recognize a task. If this happens, this task will have to be entered into the computer using the menus shown below.

#### 5.1.2 Menu Map

The Menu Map in Figure 5-1 shows how to get to all the menus used to enter training data and run training reports. Use this map to keep track of where you are in the whole training system as you read this guide. If you have not used the system before start with the Training Schedule, then the Schedule Reports and then work with the scores. In the section following the menus, there are samples of each Training Report produced.

As shown in Section 3.5 on Beginning Work, typing MENU leads to the main ATUTMS menu. Type TRAINING (or T), and you will get to the Training menu. It does not matter whether you use capitals or lower case when using the menus, but when you enter the data into the fields on the forms, you MUST use capitals. Section 3.5.1 on Using Query By Forms explains how to move around in the form and how to enter and update the fields.

### 5.1.3 Menus and Reports

This section gives examples of each menu and form in the Training area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed and at the bottom, there is a list of one-word descriptions for each choice. The cursor (the blinking box) is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET].



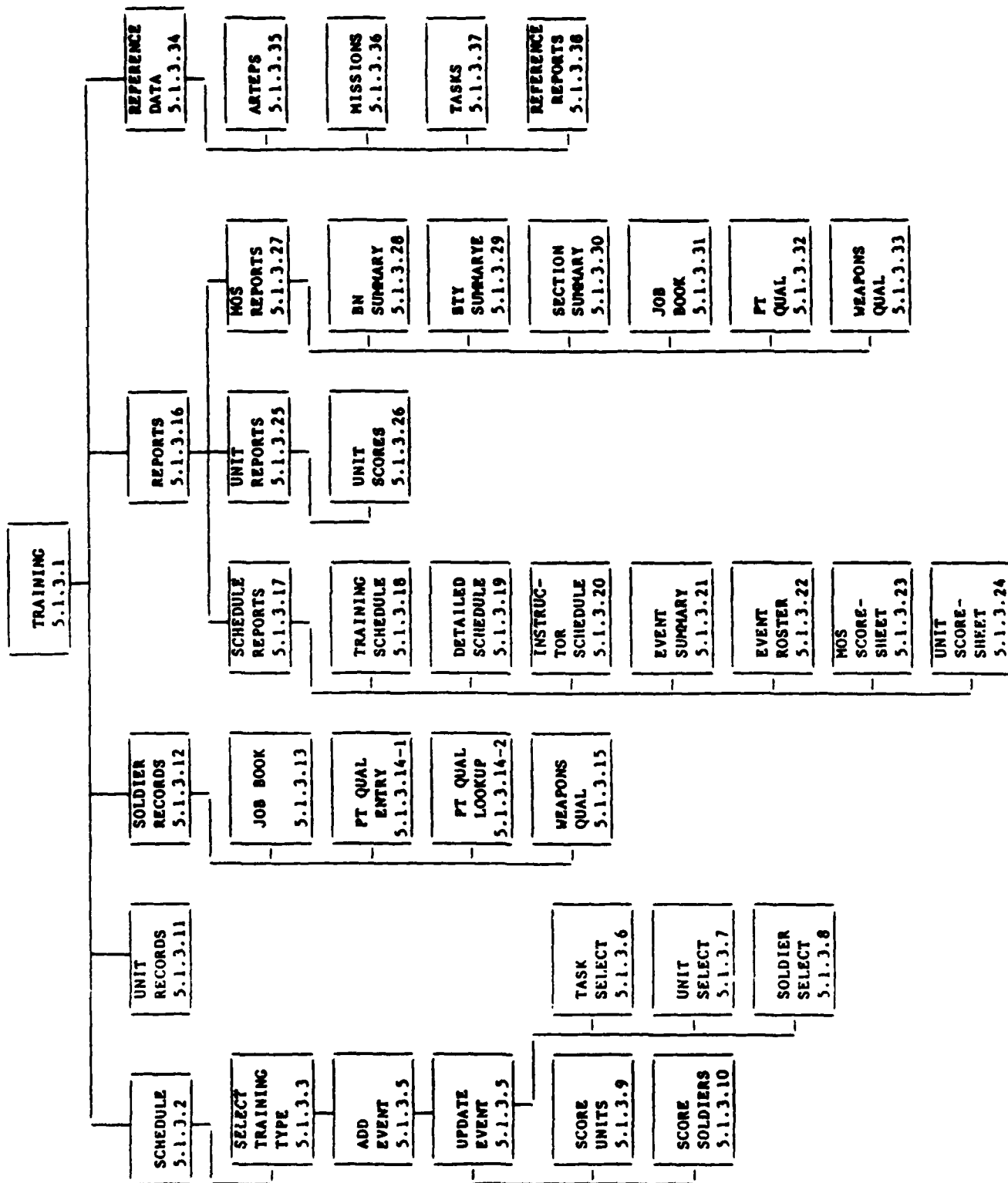


FIGURE 5-1. Menu Map for Training

#### 5.1.3.1 Main Training Menu

This is the main menu for Training. (See Figure 5-1.) All Training forms and reports can be reached from this menu by selecting one of the commands described below. To select a command, type in the first two or three letters of the command and then press the RETURN key. A new menu will appear and you can ask for more help or start working.

#### TRAINING MAIN MENU COMMANDS

- \* Help                      Display this help information.
  
- \* Schedule                Lets you schedule training events by setting the date, time, instructor, tasks and participants in a training exercise. After the training has taken place, scores for the soldiers and units trained can be entered here.
  
- \* Unit                    Lets you view and, if necessary, update the training scores for the units in your battery.
  
- \* Soldier                Lets you view and, if necessary, update the MOS and Common skills training scores for the soldiers in your battery.
  
- \* Report                This is where you can print out reports about the events you have created and the scores you have entered using the commands above.

### TRAINING MAIN MENU

- \* Schedule
- \* Unit Records
- \* Soldier Records
- \* Reports
- \* Reference Data
- \* Exit

Help Schedule Unit Soldier Report Reference Exit:

These reports include the Training Schedule, Score Summaries and Job Books.

\* Exit

Exit from Training and go back to the main menu.

### EXAMPLES

To select a command just type in the first two or three letters of the command you want to execute and then press the RETURN key. (From now on we'll use [RET] to stand for pressing the RETURN key).

- 1) You can select the Schedule command by typing any of the the following:

SCHEDULE [RET]

SCHED [RET]

SC [RET]

- 2) You can select the REPORT command by typing any of the following:

REPORT [RET]

REP [RET]

R [RET]

- 3) You can see that you can save time by just typing in enough letters of a command to make it different from any other command on the screen. If you type in just the letter "S" the computer will not be able to tell if you meant SCHEDULE or SOLDIER. The terminal will beep and the message "s is an ambiguous prefix" will appear at the bottom. If this ever happens with any command, just try again using enough letters to make a difference.
- 4) If you enter a completely wrong command, the terminal will beep and the message "incorrect prefix" will appear. Just try again with the right command.

### 5.1.3.2 Training Schedule

If you have not used these commands before, read the discussion that follows to learn what these commands can do.

This is the main menu for working with the training schedule. You can schedule training events for your battery by using the commands available here.

#### TRAINING SCHEDULE COMMANDS

- |          |   |
|----------|---|
| * Help   | Display this help information.          |
| * Add    | Add a new event to the schedule.        |
| * Copy   | Make a new event by copying an old one. |
| * Attach | Attach a sub-event to a main event.     |
| * Delete | Delete an event from the schedule.      |
| * Find   | Search the schedule for an event.       |
| * Update | Change an event you created earlier.    |
| * Score  | Enter training scores for an event.     |
| * End    | Return to the main Training menu.       |

#### DISCUSSION

When working with the training schedule, the window on the screen lets you view a brief outline of the schedule. There are more lines in the

# TRAINING SCHEDULE MENU

Event	Date	Begin	End	Bty	Description
REQ:FDH-420	17-sep-1984	0001	1700	C	POST GUARD
MOS:DRS-382	17-sep-1984	0600	2400	HBB	13B TASKS
REQ:LJD-70	17-sep-1984	0645	0745	BN	PT
ART:DRS-366	17-sep-1984	0700	2200	HBB	MISSION SPT MORTAR SHOOT
REQ:DRS-375	17-sep-1984	0700	2400	HBB	FIRE SUPPORT
REQ:LJD-73	17-sep-1984	0800	0900	BN	BILLET MAINT/PERS HYGIENE
COM:LAS-1	17-sep-1984	0900	1200	A	NBC PROFICIENCY

Help Add Copy Attach Delete Find Update Score End

more lines in the schedule than will fit in this window; later on we will show you how to move the schedule up or down in the window so that you can see the rest of it. The column in the window labeled "Event" is a code used by the computer to tell events apart. The first three letters tell you the type of training (MOS, REQuired, ARTep, etc.), the next three letters are the scheduler's initials and the number on the end is a sequence counter. You will see more about this later.

The commands described below will let you build and maintain a training schedule for your battery. Remember that there is only one, big schedule in the computer for the whole battalion. You will only be working on the part of the schedule that concerns your battery. Also, while anyone can look at the events that you have scheduled, only you or the S3 can change or delete an event you have created. The S3 can also schedule events for the whole battalion. These will appear in the schedule with the battery listed as BN.

All the data you enter into the schedule can be printed out by running the Schedule reports. You can read about these reports in the help menu for the Training Reports menu.

#### MOVING AROUND THE SCREEN

When you first see this screen, the cursor (the little blinking square) will be in the top row of the window. Use the up and down arrow keys to move the cursor up and down in the window. If there are more lines of the schedule below the bottom of the window, moving the cursor down all the way will force all the data to move up in the window so that new data will fit. If you want to jump all the way to the bottom of the schedule, use CTRL-F to go all the way forward. If you want to jump back to the top use CTRL-B. CTRL-F means pressing the CTRL key and the F key at the same time. When you are ready to select a command from the bottom of the screen, press the PF1 key near the upper right corner of the keyboard. The cursor will jump to the bottom of the screen and let you type a command on the bottom line.

#### MORE ON COMMANDS

- HELP - Display this help information.
- ADD - Add a new event to the schedule. A new screen will be displayed which lets you pick the type of training you want to schedule. Then another screen will appear with blank fields

for filling in the date, time and other data. When you are finished, you will return to this menu (Training Schedule) and the new event will appear in the top row of the window. To ADD a new event to the schedule, press the PF1 key and enter ADD (or AD).

**COPY** - Add a new event to the schedule by copying an old one. This saves a lot of typing if both events are almost the same. Often all you will have to change is the date and time. To COPY an event, use the arrow keys to move the cursor on top of the event you want to copy. Then press PF1 and type in COPY (or C).

**ATTACH** - Attach a sub-event to a main event. This is almost like ADDing an event except that the new event code will be the same as the main event with an extra letter attached to the end of it. For example the first sub-event attached to event MOS:JMD-102 would be MOS:JMD-102A, the second would be MOS:JMD-102B and so on. Then, when you see them on the screen or in the schedule report, they will all appear together.

Sub-events are used to add details to larger events. If the S3 schedules PT for the whole battalion, it will show up in the schedule report with the battery column set to BN. If you want to say exactly what kind of PT your battery will be doing, say a four-mile run, you can attach a sub-event for your battery to the BN main event. Then, when you print the schedule, it will show exactly what each battery will be doing for that event. Or if you have scheduled an ARTEP main event and some sections in your battery need to refresh the supporting Soldiers' Manual tasks for that ARTEP, you could attach a MOS sub-event to the main ARTEP event that shows the extra training they will be doing. You can add as many as 26 sub-events (A-Z) to a main event.



To ATTACH a sub-event, use the arrow keys to move the cursor over the main event. Then press the PF1 key, enter ATTACH (or AT) and you will proceed just like an ADD.

**DELETE** - Delete the event on which the cursor is resting. You can only delete events that you have created. Also, you must not delete events after the S3 has approved the schedule. If an event must be canceled or rescheduled after the schedule has been approved, the S3 must do it. To DELETE an event from the schedule, move the cursor on top of the event, press the PF1 key and enter DELETE (or D).

**FIND** - The FIND command lets you search the schedule to find the event or set of events that you want to work with. You can, for example fill the window with just the events scheduled for your battery starting the week of 21-JAN-85. With less data in the window, it will be easier to move it around and work will go more quickly. To use the FIND command press the PF1 key and type in FIND (or F). You will then be asked what you want to search for in each column as follows:

**Event:** Type in an event code or use a "\*" if you do not know the whole code. \*LJD\* will find all events scheduled by LJD. COM\* will find all Common Skills scheduled by LJD and so on. COM:LJD-71 will only find the one event. Type in a \* or just press [RETURN] if you want to see any event.

**Date:** Type in the date you want to look at. Entering 15-DEC-84 will show that days schedule only. Entering >1-JUL-84 will start the search back in July of 84. Using <1-DEC-84 will limit the search to events before December. If you do not

enter a date (just press [RETURN]), then the search will ONLY be from today on.

Battery: Enter HHB, A, B, C, SVC or \* (or [RETURN]) for all.

Desc: Use the wildcard character "\*" to pick off key words. For example, \*PT\* will find all events with the word PT in it.

The best way to become familiar with the FIND command is play with it until you are used to it. You cannot hurt anything by trying it, so experiment.

UPDATE - Change any of the fields set when the event was first ADDED. You can also specify details for the event such as specific tasks to train, units to be trained and specific soldiers within those units. More help is available from the update screen.

SCORE - Enter the scores for the tasks trained after the event has taken place. You can always score an event for the units who participated and if MOS or Common Skills were trained, you can also enter scores for individual soldiers.

Before you start entering scores, you will be asked if you want to pre-set all the dates for all the scores to one date. You can use this if most of the training took place on the same day and you do not want to keep entering the same date for each score.

To SCORE an event, place the cursor over an event and enter SCORE (or S).

END - Return to the main Training menu.

### 5.1.3.3 Training Type Selection

This menu lets you select what type of training you are going to schedule for a training event. You simply enter your initials in the field at the top, then tab down to the list of training types and type an X next to the type of training you want. Use the arrow keys to move up and down the list. The type of training you select along with your initials are used by the computer to create a code number for the event. You will see this number at the top of the screen when you are done.

#### COMMANDS

- |   |       |  |
|---|-------|--|
| * | Help  | Display this help information.                             |
| * | Write | Write the data you have entered and go to the next screen. |
| * | End   | Abort this action and return to the main Schedule menu.    |

#### EXAMPLE

If your initials were JMS, you selected MOS training and this was the 27th event you had scheduled, the event code would be MOS:JMS-27.

If you are doing a COPY of an event, you will not have to select the training type as it will already be filled in.

# TRAINING TYPE SELECTION

Scheduler Id: TMA  
(your initials)

Check off(x) type of training.	X	Type	Title
		REQUIRE	Required Training
Check one type only	X	COMMON	Common Skills Training
		MOS	MOS Training
		6-100	The Field Artillery Cannon Battery
		6-400-1	The Field Artillery Cannon Battalion - TACFIRE

Help Write End:

#### 5.1.3.4 Training Event (Adding)

This menu is used to add a new event to the training schedule. Fill in the fields on the screen using the examples on the screen for guidance.

##### COMMANDS

- |   |       |  |
|---|-------|--|
| * | Help  | Display this help information.   |
| * | Write | Write the data you have entered and go on to the next screen.  |
| * | End   | Abort adding the event and return to the Training Schedule screen WITHOUT saving any of the data you typed in. |

##### FIELDS

- |   |         |  |
|---|---------|--|
| * | Event   | Automatically set by the computer. You cannot change it.       |
| * | Desc    | Brief description of the event.                                |
| * | Date    | Date of event in format dd-mm-yy (12-NOV-84).                  |
| * | Time    | Start and ending times in format hhmm (1530).                  |
| * | Battery | HQB, A, B, C, SVC or BN. BN events are only entered by the S3. |

TRAINING EVENT (Adding)

Event: OOM:TMA-168 Desc: \_\_\_\_\_  
Date: \_\_\_\_\_ ( dd-mm-yy Example: 7-JUL-84 )  
Time: \_\_\_\_\_ to \_\_\_\_\_ ( hhmm to hhmm Example: 0800 to 1430 )  
Battery: \_\_\_\_\_ ( HHB, A, B, C, SVC, BN )  
Particip: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Type: \_\_\_\_\_ Location: \_\_\_\_\_  
Uniform: \_\_\_\_\_ Refs: \_\_\_\_\_  
Status: \_\_\_\_\_ ( ADDED, CANCLD, RESCHD or blank )  
Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scheduled by: \_\_\_\_\_

Help Write End

(FIELDS)

- \* Particip Participants in the event - BTY(-),  
SEL PERS, etc.
- \* Instruct Instructor's name or position - 1 SGT,  
SGT Smith.
- \* Type PE, LECTURE, etc.

(FIELDS)

- |            |   |
|------------|---|
| * Location | Building number or area name.   |
| * Uniform  | FIELD, DUTY, PT, etc.   |
| * Refs     | Number of the manual on which training is based.                          |
| * Status   | ADDED, CANCLD, RESCHD. Set by S3 if an approved schedule must be altered. |
| * Remarks  | Notes and comments.   |

#### 5.1.3.5 Training Event (Updating)

This menu is used to update an event in the training schedule. Just fill in the fields on the screen using the examples on the screen for guidance. If you want to add details to the event, including tasks, units and soldiers, just tab past the Remarks field and an extension of the screen will scroll up from the bottom. Then you can enter data into the windows that you will see there. The COMMANDS and FIELDS sections below explain how to enter this data.

#### COMMANDS

- \* Help                      Display this help information.
  
- \* Insert                    Insert a new row into the Task, Units or Name windows. The window affected is the window the cursor is on. A new row will open up in the window and you can type data in there. Put the cursor in the right spot in the window, press the PF1 key and enter INSERT (or I).
  
- \* Delete                    Delete a row from a window. If you want to delete a task, unit or name from one of the windows, just put the cursor on the top of the one to delete, press the PF1 key and type DELETE (or D).
  
- \* Lookup                    Lookup takes you to a different screen where you can select Tasks, Units or Names without having to know Task codes, Unit names or SSNs. Just put



# TRAINING EVENT (Update)

Event: \_\_\_\_\_ Desc: \_\_\_\_\_  
 Date: \_\_\_\_\_ ( dd-mm-yy Example: 7-JUL-84 )  
 Time: \_\_\_\_\_ to \_\_\_\_\_ ( hhmm to hhmm Example: 0800 to 1430 )  
 Battery: \_\_\_\_\_ ( HHB, A, B, C, SVC, BN )  
 Particip: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Type: \_\_\_\_\_ Location: \_\_\_\_\_  
 Uniform: \_\_\_\_\_ Refs: \_\_\_\_\_  
 Status: \_\_\_\_\_ ( ADDED, CANCELLED, RESCHED or blank )  
 Remarks: \_\_\_\_\_  
 \_\_\_\_\_

Scheduled by: \_\_\_\_\_

Training Type: \_\_\_\_\_

Training Event Detail

Mission/MOS	Task	Title

Unit	Name	Grade	SSN	MOS	Unit

Help Insert Delete Lookup Write More End

## (COMMANDS)

the cursor in the Task, Unit or Name window, press PF1 and enter LOOKUP (or L). A shortcut is to press CTRL-Z instead of PF1 and L. The data you lookup will automatically be transferred from the lookup screen to this screen.

### \* More

Move to the lower half of the screen where you will find windows for adding more detail to an event. The windows let you enter lists of tasks, units and soldiers.

### \* Write

Write the data you have entered and go on to the next screen.

### \* End

Abort updating the event and return to the Training Schedule screen WITHOUT saving any of the data you typed in.

## FIELDS

### \* Event

Automatically set by the computer.

### \* Desc

Brief description of the event.

### \* Date

Date of event in format dd-mm-yy (12-NOV-84).

### (FIELDS)

* Time	Start and ending times in format hhmm (1530).
* Battery	HQB, A, B, C, SVC or BN. BN events are only entered by the S3.
* Particip	Participants in the event - BTY(-), SEL PERS, etc.
* Instruct	Instructor's name or position - 1 SGT, SGT Smith.
* Type	PE, LECTURE, etc.
* Location	Building number or area name.
* Uniform	FIELD, DUTY, PT, etc.
* Refs	Number of the manual on which training is based.
* Status	ADDED, CANCLD, RESCHD. Set by S3 if an approved schedule must be altered.
* Remarks	Notes and comments.

### WINDOWS

Use the INSERT and DELETE commands to add data to and remove data from these windows. You can also just add data to the bottom of each window by typing it in. New rows will open up as you press the RETURN or arrow keys. You can also use the LOOKUP command to choose items for these windows from a

list. The items you choose will appear in the windows when you return to this screen.

\* Tasks

Enter the Mission for ARTEP tasks or the MOS for MOS Tasks. Then type in the task code in the task column. You do not have to type in the title. If you do not know what the task codes are, move the cursor to the Task window and use the LOOKUP command.

\* Units

Enter the units (sections) to be trained. If you do not know the unit names for your battery, move the cursor to the Units window and use the LOOKUP command.

\* Names

Enter the SSNs of the soldiers to train in this event. If you do not have a list of SSNs for the soldiers in your battery, move the cursor to the Names window and use the LOOKUP command to get one on the screen.

#### 5.1.3.6 Task Selection

This menu lets you choose the Tasks that will be trained in the event you are scheduling. All the Missions or MOSs that belong to the type of training you selected for this event (6-100, 6-400-1, MOS, COMMON) will appear in the window on the left. Put the cursor over the Mission or MOS that you want to train, use the TASK command, and the Tasks that go with it will appear in the window on the right. Tab over to that window and put an X next to the tasks from that Mission (or MOS) that you want to train. If you change your mind, blank out the X.

#### COMMANDS

- |            |  |
|------------|--|
| * Help     | Display this help menu.  |
| * Task     | Load the task window with the tasks that go with the Mission or MOS under the cursor. Use CTRL-Z for a shortcut. |
| * Top      | Jump back to the top of the window. You can also use CTRL-B.   |
| * Bottom   | Jump forward to the bottom of the window. You can also use CTRL-F.   |
| * Continue | Return to the Training Event menu, transferring all the Tasks checked off here to the Task window on that menu.  |

# TRAINING EVENT TASK SELECTION

ARTEP: COMMON

COM1

Place cursor over a Mission.. ...then select Task from menu to load Tasks

Mission/MOS	Title	X	Task	Title
COM1	COMMON SKILLS LEVEL 1		031-503-1001	Maintain M17 Mask
COM2	COMMON SKILLS LEVEL 2	X	031-503-1002	Wear M17-Series Mask
			031-503-1003	Store M17 Series
				Protective Mask
		X	031-503-1007	Decontaminate Skin/
				Personal Equipment
			031-503-1009	Use Latrine in MOPP 4
			031-503-1011	Maintain M25 Mask
		X	031-503-1012	Wear M25 Mask

Help Task Top Bottom Continue

NOTE: Fields are blank at initial menu selection. Sample data is shown for clarification.

#### 5.1.3.7 Unit Selection

This menu lets you choose the units from your battery that will participate in the training event you are scheduling. Just use the arrow keys to move up and down the list. Type an "X" next to any unit of your choice. If you change your mind, just blank out the X.

#### COMMANDS

- |               |   |
|---------------|---|
| *    Help     | Display this help menu.   |
| *    Continue | Return to the Training Event menu<br>transferring all the Units checked off<br>here to the Units window on that menu. |

# TRAINING EVENT UNIT SELECTION

Check off(x)  
unit(s) to  
include in  
this event.

X	Unit	Name
	B AMMO	AMMUNITION SECTION
	B BTRY HQ	BATTERY HEADQUARTERS
	B COMMO	COMMUNICATIONS SEC
	B FDC	FIRE DIR CTR
	B FIRE	FIRING BTRY HQ
X	B HOW 1	B HOWITZER SECTION 1
X	B HOW 2	B HOWITZER SECTION 2
	B HOW 3	B HOWITZER SECTION 3
X	B HOW 4	B HOWITZER SECTION 4
	B HOW 5	B HOWITZER SECTION 5
	B HOW 6	B HOWITZER SECTION 6
	B MAINT	MAINTENANCE SECTION

Help Continue

**NOTE:** Fields are blank at initial menu selection. Sample data is shown for clarification.



This menu lets you choose which soldiers from your battery will participate in a training event. You must use the FIND command, shown below, to fill in the window with the sections of your battery that you want to select names from. The names you select will be transferred back to the training event menu. To select a soldier, put an X next to his name. If you change your mind, blank out the X.

```
*      Help                                Display this help menu.
```

```
*      Find                               Find a set of soldiers to choose from.
                                           You will be asked what Name, MOS or
                                           Unit to search for. To see the whole
                                           battery put in a * for Name. Here is
                                           how to answer the FIND questions.
```

```
Name:   Enter a name, a * or just
        press [RETURN].
```

```
MOS:    Enter the MOS of the
        soldiers you want to see.
        Entering 13B10 will
        retrieve all level 1
        Cannoneers. 13B* will get
        all skill levels of 13
        Bravos. Enter a * or
        [RETURN] if you want all
        types of MOS.
```

```
Unit:   Choose from a particular
        unit or section. Entering
```

# TRAINING EVENT SOLDIER SELECTION

	X	Name	Grade	SSN	MCS	Unit
Check-off(x)						
soldiers to train.						

Help Find Top Bottom Continue

## (COMMANDS)

\*HOW\* would get all the soldiers from all the howitzer sections in a battery. Enter \* or [RETURN] to get any unit.

\* Top

Jump back to the top of the window.  
You can also use CTRL-B.

(COMMANDS)

- \* Bottom                                      Jump forward to the bottom of the window. You can also use CTRL-F.
  
- \* Continue                                    Return to the Training Event menu, transferring all the Names checked off here to the Name window on that menu.

#### 5.1.3.9 Unit Scores

This menu is used for entering the Unit scores for training events. It provides a score sheet of all the tasks trained for each unit participating in a training event. Use the arrow keys and the commands described below to move up and down the list, entering scores and dates. The scores are TR for Trained, NT for Not Trained, NP for Need Practice and NE for Not Evaluated. The dates should be in the format DD-MMM-YY. An example is 21-OCT-84. Since most of the dates will be the same, you will be asked, before this screen is displayed if you want to pre-set the dates. If you answer YES (or Y), you can enter a date. Then, when the screen appears, all the dates will be filled in.

#### COMMANDS

- |             |  |
|-------------|--|
| *    Help   | Display this help information. Press PF1 and then type HELP (or H).  |
| *    Next   | Jump directly to the next unit on the list. This is faster than using the arrow key to get there, especially with long lists. Press the PF1 key and then type NEXT (or N). |
| *    Top    | Jump back to the top of the list. Press PF1 and then type TOP (or T). For a shortcut use CTRL-B (press the CTRL key and the B key at the same time).                       |
| *    Bottom | Jump forward to the bottom of the list. Press PF1 and type BOTTOM (or B). For a shortcut use CTRL-F.   |

## UNIT SCORES

Unit	Status	Date	Mission/MOS	Task	Title

Help Find Next Top Bottom Write End

### (COMMANDS)

\* Write

Write all the data you have entered into permanent records. Then you will be returned to the Training Schedule menu.

\* End

Abort this data entry session and leave WITHOUT SAVING any of the data you have entered. Use this only if you have made a lot of mistakes and want to start over again.

#### 5.1.3.10 Soldier Scores

This menu is used for entering the scores for MOS and COMMON Skills training events. It provides a score sheet of all the tasks trained for each soldier who was scheduled for the training. Use the arrow keys and the commands described below to move up and down the list, entering scores and dates. The scores are P for pass, F for fail, and N for not evaluated. The dates should be in the format DD-MMM-YY. An example is 21-OCT-84. Since most of the dates will be the same, you are asked, before this screen is displayed if you want to pre-set the dates. If you answer YES (or Y), you can enter a date. When the screen appears, all the dates will be filled in.

#### COMMANDS

- \*    Help                      Display this help information. Press PF1 and then type HELP (or H).
  
- \*    Next                      Jump directly to the next soldier on the list. This is faster than using the arrow key to get there, especially with long lists. Press the PF1 key and then type NEXT (or N).
  
- \*    Top                        Jump back to the top of the list. Press PF1 and then type TOP (or T). For a shortcut use CTRL-B (press the CTRL key and the B key at the same time).
  
- \*    Bottom                    Jump forward to the bottom of the list. Press PF1 and type BOTTOM (or B). For a shortcut use CTRL-F.

### Soldier Scores

MOS	Task	Status	Date	Title

Help Next Top Bottom Write End

### (COMMANDS)

#### \* Write

Write all the data you have entered into permanent records. Then you will be returned to the Training Schedule menu.

\* End

Abort this data entry session and leave WITHOUT SAVING any of the data you have entered. Use this only if you have made a lot of mistakes and want to start over again.

#### 5.1.3.11 Unit Training Scores

This menu can be used to look at unit training scores. Use the commands shown below to select an ARTEP and then select which tasks or units you want to work with in that ARTEP. The training event code is also shown so that you can look back at the training schedule if you need more information about how the training was conducted. This menu is not designed for entering large numbers of unit scores. Its primary use is viewing of current scores. To enter a large number of scores see the Unit Scores menu in Section 5.1.3.9.

#### COMMANDS

\* HELP

Display this help information. Press the PF1 key and type HELP.

\* FIND

Find the set of tasks and units you want to see. Remember that the ARTEP and UPC fields at the top of the screen must be filled in. You will be asked which unit, task, date or event you want to see. This is done so you will not have to look at all the scores at one time. Suppose you wanted to see how all units of Battery A did on tasks for Mission 3-II of ARTEP 6-100, trained in event ART:JMD-123. You would first enter 6-100 in the ARTEP field and DGLAO in the UPC



# UNIT TRAINING RECORDS

ARTEP:\_\_\_\_\_

UPC:\_\_\_\_\_

Unit	Task	Status	Date	Title	Event

Help Find Update Next Delete End

## (COMMANDS)

field at the top of the screen. Then you would use the find command and enter \* for Unit, 3-II-\* for Task and ART-JMD-123 for Event. The desired tasks will appear in the window.

\* Add

Add a new score. You will have to be sure to type in the task codes correctly. IMPORTANT: Unit scores are usually entered through the

(COMMANDS)

Training Schedule menus. Those menus make it easier to enter many scores at the same time. The ADD command should be used only if a few scores need to be entered.

\* Update

Change an existing score or date. Press PF1, then type Update (or U). You will be asked for the new date and score.

\* Delete

Delete an entry from the table.

\* Next

Jump ahead to the next unit in the window. This is faster than using the arrow key.

\* End

Return to the main Training menu.

#### 5.1.3.12 Help for Menu: Soldier Training Records

This menu lets you work with individual soldier training records.

##### COMMANDS

- |   |           |  |
|---|-----------|--|
| * | Job Book  | Work with a soldier's Job Book of MOS tasks and Common Skills.         |
| * | PT Lookup | Lookup PT Qual Scores. This automatically calculates Pass/Fail Status. |
| * | PT Entry  | Enter PT scores.   |
| * | Weapons   | Enter and review Weapons Qual scores.                                  |
| * | Exit      | Return to the main training menu.                                      |

SOLDIER TRAINING RECORDS

- \* Job Book
- \* PT Qual Lookup
- \* PT Qual Entry
- \* Weapons Qual
- \* Exit

Help Job Book Pt Lookup Pt Entry Weapons Exit:

#### 5.1.3.13 Job Book

This menu lets you work with a soldier's Job Book. Using the commands shown below, select a set of names to fill the window at the top of the screen. Then ask to see the MOS or Common Skills scores for the soldier whose name is showing in the window at the moment.

#### COMMANDS

- \* Help                      Display this help information.
  
- \* Names                    Load the window at the top of the screen with a list of names. Then use the arrow keys to move the names up or down in the window until you see the name of a soldier whose scores you want to see.
  
- \* Scores                   Fill the window at the bottom of the screen with scores for the soldier's name showing in the top window.
  
- \* Find                    Find a name in the name list by typing in all or part of the name you want to find. You will be asked to enter a name to search for. If you are looking for John Michael Doe, enter either DOE JOHN MICHAEL or simply DOE\*. The "\*" is a wildcard character and means that any letters can come after the "DOE".

# JOB BOOK

Name	MOS	Grade	SSN	Unit	UPC
DOE JOHN	13B10	E3	123456789	OPS-INTEL	DGLTO

MOS	Task	Score	Date	Title
COM1	031-503-1001	P	24-jul-1984	Maintain M17 Mask
COM1	031-503-1002	P	24-jul-1984	Wear M17-Series Mask
COM1	031-503-1007	P	24-jul-1984	Decontaminate Skin/Personal Equipment
COM1	031-503-1015	P	24-jul-1984	Put on and Wear Protective Clothing
COM1	031-503-1019	P	24-jul-1984	Recognize CB Hazard
COM1	071-311-2001	F	24-jul-1984	Maintain M16A1 Rifle
COM1	071-318-2201	P	24-jul-1984	Prepare/Restore an M72A2 LAW for Firing
COM1	071-325-4405	P	24-jul-1984	Identify and Employ Hand Grenades
COM1	071-325-4412	P	24-jul-1984	Install and Fire/Recover an M18A1 Claymo
COM1	071-329-1001	P	24-jul-1984	Identify Terrain Features On A Map
COM1	071-329-1002	P	24-jul-1984	Determine Grid Coordinates

Help Names Scores Find Update Add Del Remove Undo End

**NOTE:** Fields are blank at initial menu selection. Sample data is shown for clarification.

(COMMANDS)

- \*    Add

Add a new task and score for a soldier. IMPORTANT: Soldier scores are usually entered through the Training Schedule menus. The menus there make it much easier to enter a lot of scores at one time. Use the ADD command here if only a few scores need to be entered.
- \*    Update

Change a score or a date.
- \*    Delete

Delete a training record.
- \*    Remove

Completely remove all records from the computer belonging to the soldier whose name is showing in the window at the top of the screen. Usually this is only used when a soldier leaves the battalion. Be VERY careful using this because you will lose a lot of data.
- \*    Undo

If you have made many changes to a soldier's scores and find out that you have made several mistakes, this command will undo your changes and allow you to start over. Note that this ONLY works for whatever data is showing on the screen at the moment.
- \*    End

Return to the Soldier Training Records menu.

#### 5.1.3.14 Physical Training (PT) Scores

##### 1) PT Qual Entry

PT Qual Scores are entered using QBF (Query By Forms). If you are not familiar with QBF, see Section 3.5.1 Using Query By Forms. Instructions for using QBF with this form follow:

- a) Make a query using the battery field and name field if necessary.
- b) Enter data in all fields except Name, SSN and Battery. This information is already in the computer. You do not have to enter Pass/Fail status or age either. The computer will calculate that automatically in the PT report and in the PT Lookup menu.
- c) Remember, if your work gets interrupted, you can pick up where you left off by remembering the name of the last soldier you scored. If, for example, his last name is JOHNSON, make your first query with the Name field set to ">=JOHNSON\*". This will let you start with JOHNSON instead of having to go through the entire list to reach the names which follow.



PHYSICAL TRAINING (PT) SCORES (ENTRY)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Bty: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Date: \_\_\_\_\_ ( Example: 5-JUN-1984 )

Temp: \_\_\_\_\_ Condition: \_\_\_\_\_ Remarks: \_\_\_\_\_

SITUPS

Raw: \_\_\_\_\_

Pts: \_\_\_\_\_

PUSHUPS

Raw: \_\_\_\_\_

Pts: \_\_\_\_\_

2-MILE RUN

Raw: \_\_\_\_\_

Pts: \_\_\_\_\_

2) PT Qual Lookup

The PT Qual Lookup menu lets you use QBF to view scores you entered in the PT Qual Entry menu. The main advantage of this menu is that it automatically calculates Pass/Fail based on the raw PT Scores you have entered. It cannot be used for entering data. If you are not familiar with QBF, see Section 3.5.1 Using Query By Forms.

PHYSICAL TRAINING (PT) SCORES (LOOKUP)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Bty: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Date: \_\_\_\_\_ Next Date: \_\_\_\_\_

Temp: \_\_\_\_\_ Condition: \_\_\_\_\_ Remarks: \_\_\_\_\_

SITUPS

Raw: \_\_\_\_\_ Pts: \_\_\_\_\_

PUSHUPS

Raw: \_\_\_\_\_ Pts: \_\_\_\_\_

2-MILE RUN

Raw: \_\_\_\_\_ Pts: \_\_\_\_\_

Tot\_pts: \_\_\_\_\_

Pass/Fail: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 5.1.3.15 Individual Weapons Qualifications

Weapons Qual Scores are entered using QBF (Query By Forms). If you are not familiar with QBF, see Section 3.5.1 Using QBF. Instructions for using QBF with this form are as follows:

- 1) Make a query using the Battery field and, if necessary, the Name field.
- 2) Enter data in all fields except Name, SSN and Battery (Bty). This information is already in the computer.
- 3) If a soldier has not been trained to use a weapon, leave the fields for that weapon blank.

# WEAPONS QUALIFICATION

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Bty: \_\_\_\_\_

	<u>Date</u>	<u>Score</u>	<u>Class</u>	<u>Qual?</u>
M16A1 -	_____	_____	_____	_____
.45CAL -	_____	_____	_____	_____
.50CAL -	_____	_____	_____	_____
M203 -	_____	_____	_____	_____
M60 -	_____	_____	_____	_____

(Enter dates in format 5-JUN-1984 )

(Values for classification are M - Marksman, S - Sharpshooter, E - Expert)

(Enter Q for Qualified, U for Unqualified, blank if not applicable)

TYPE IN NEW DATA (<MENU KEY> to return, ctrl-F for next row)

#### 5.1.3.16 Training Reports

This menu lets you choose the kind of report you want to run. Different sets of reports are available for the Training Schedule, Unit Scores and MOS Scores.

##### COMMANDS

- |               |  |
|---------------|--|
| *    Help     | Display this help information.   |
| *    Schedule | Go to the Training Schedule Reports menu where you can select the type of schedule report you want to run. |
| *    Unit     | Go to the Unit Training Reports menu where you can run reports on unit training scores.                    |
| *    MOS      | Go to the MOS Training Reports menu where you can run reports on individual training scores.               |
| *    Exit     | Return to the main Training menu.  |

# TRAINING REPORTS

- \* Schedule
- \* Unit Training
- \* MOS/Common Skills
- \* Exit

Help Schedule Unit MOS Exit:

#### 5.1.3.17 Training Schedule Reports

## COMMANDS

- |              |  |
|--------------|--|
| * Help       | Display this help information.   |
| * Schedule   | Run the regular Training Schedule report. You will be asked to select the battery and dates to include in the report.  |
| * Detail     | Run the Detailed Training Schedule report. This is the same as the regular Training Schedule except that the units and the tasks to be trained, if specified for an event, will be included in the output. |
| * Instructor | This is very similar to the regular Training Schedule except that the Instructor's name appears on the first column. You can use this to notify instructors of the events they are scheduled to train.     |
| * Event      | Run the Event Summary Report. This is a compact listing of all the available details about a single training event including participating units and tasks to be trained.                                  |



## TRAINING SCHEDULE REPORTS

- \* Schedule
- \* Detailed Schedule
- \* Instructor Schedule
- \* Event Summary
- \* Roster of Participants
- \* MOS Score Sheet
- \* Unit Score Sheet
- \* Exit

Help Schedule Detail Instructor Event Roster MOS Unit Exit:

## (COMMANDS)

- \* Roster

Run the Event Roster Report. This is a listing of all the soldiers who have been scheduled to participate in a training event. It also shows their current duty status. If run the day of the event, this will tell the instructor why soldiers are absent (HOSPITAL, GUARD DUTY, etc).
- \* MOS

Run the MOS Score Sheet report. If you have selected both tasks and soldiers for an event, this report

(COMMANDS)

will create a score sheet for each soldier with a place for entering the score and date of each task trained. The instructor can fill out this score sheet and turn it in later so the scores can be typed into the computer.

\* Unit

Run the Unit Score Sheet report. If you have selected both tasks and units for an event, this report will create a score sheet for each unit with a place for entering the score and date of each task trained. The instructor can fill out this score sheet and turn it in later so the scores can be typed into the computer.

\* Exit

Return to the Training Reports Menu.

### 5.1.3.18 Training Schedule Report Selection

This menu lets you create a Training Schedule Report using the data you have entered via the Training Schedule menus shown in Sections 5.1.3.2 through 5.1.3.10. You can select the part of the Schedule you want a report on by filling in the fields in this menu.

#### COMMANDS

- \* Report                      Prepare a new report for printing using the dates, battery, and status entered into the form. This usually takes several minutes. When the report is ready for printing, you will be returned to this menu. When this happens use the END command to continue.
  
- \* End                        Leave the report selection menu and go to the report printing menu to look at the report on the screen, or have it printed. If you decide NOT TO DO THE REPORT AT ALL, do not use END until after you use the REPORT command. If you skip the REPORT command, a new report will not be created and you will be looking at an old one instead.

#### FIELDS

- \* Begin-Date                First date to include in report.

## TRAINING SCHEDULE REPORT SELECTION

Specify Type of Schedule:

Begin\_date: \_\_\_\_\_

End\_date: \_\_\_\_\_ Use format DD-MMM-YY i.e., 28-JUN-84

Battery: \_\_\_\_\_ HHB, A, B, C, SVC, BN or \* for all.

Status: \* \_\_\_\_\_ ADDED, CANCLD, RESCHD, \*D\* for any update, \* for all

First select REPORT to create a NEW version of the Schedule for printing.  
Then select END to go to the Print Menu.

Help Report End

Send Schedule      Report to:

- \*    Printer
- \*    Terminal
- \*    End

Help Printer Terminal End:

(FIELDS)

- \* End-Date                      Last date to include in report. You can enter dates from the past if you want to look at an old schedule.
  
- \* Battery                      Enter A, B, C, SVC, HHB, BN or \* to see all. Battalion events will always appear in any schedule.
  
- \* Status                      This is used by the S3 to limit the report to those events which have been added, canceled or rescheduled since the Training Schedule was approved.
  
- \* (Subevents)                  This is not a field but has the same effect. Right after you use the REPORT command, the following message will appear on the screen. "ENTER Y TO GET SUBEVENTS, RETURN TO ENTER". Subevents are explained in Section 5.1.3.2 in the discussion of the ATTACH command. Enter Y if you want subevents included in the report.

19 #00-1994

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Ref	Uniform	Instructor	Event	Remarks
Nov 03-Dec-04	0100-2400	MMB B 2/23			FIST SPT	FT IMJIN CAL	PE	2/23 ORDER	FIELD		REG:IMS-400	VIC BLDG 3213,14,15
	0445-0745	BN ALL(-)			PT	BN AREA	PE	FM 21-20	PT		REG:LDJ-402	VIC BLDG 3213,14,15
	0745-0945	BN ALL(-)			BILLET MAINT/PER HYGIENE	BN AREA	PE	BTBY SOP	DUTY		REG:LDJ-405	
	0900-1200	A ALL(-)			MAINTENANCE SUSTAINMENT	MOTOR POOL	PE	BTBY SOP	DUTY		REG:ILAS-130	
	0900-0915	BN ALL(-)			FORMATION/AREA POLICE	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-479	VIC BLDG 3213,14,15
	0915-1015	MMB ALL (-)			MAINT TRAINING	VIC BLDG 3220	PE	FM 21-5	DUTY		REG:IMS-537	MAINT TRAINING WILL BE ON DEMONSTRATION MC
	0915-1015	C BTBY (-)			LUBE ORDER CLASS	BLDG 3220	PE	LO	DUTY		REG:FM-512	NOTE: 1 SELECTED PERSONNEL WILL PERFORM BTBY/BN/MAINT, SUPPLY, FOOD SERVICE, AND * SUPPORT.
	0915-1430	SAC SEL PER.			MISSION SUPPORT	BLDG 03215	PE	BTBY	DUTY		REG:MET-123	NOTE: 2 THIS PERIOD WILL BE DEVOTED TO 1 CHIEF/PLT SGT'S TO INSTRUCT THEIR PERSONNEL TO CHANGE THE OIL, TANKS, FLUID AND DIAPHRAGM OF THEIR VEH.
	0915-1015	SAC ALL (-)			BN. MOTOR STABLES	BLDG 03229	PE	BN. SOP	DUTY		REG:MET-124	NOTE: 3 THIS PERIOD IS DEVOTED TO SEC CHIEF/PLT, SGT. TO INSTRUCT AND GIVE HOME EXERCISE TO THEIR PERSONNEL FROM FM 4-551-721-1322.
	0920-1430	MMB SEL PERS			BC INVENTORY	BLDG 3215	PE	BC NOTES	DUTY		REG:ONS-404	
	1015-1130	SAC ALL (-)			PREP. DA FORM 7404	BLDG 03229	PE	FM 6-130 1/2	DUTY		REG:MET-125	
	1015-1130	MMB ALL (-)			MOTOR STABLES	VIC BLDG 3220	PE	TH'S PH'S	DUTY		REG:ONS-534	
	1015-1130	C BTBY (-)			CORROD MAINT	BLDG 3230	PE	BTBY SOP	DUTY		REG:FM-509	
	1145-1300	BN ALL(-)			CHOW CALL	VIC BLDG 3213	PE	BN SOP	DUTY		REG:LDJ-479	
	1300-1315	BN ALL(-)			FORMATION/MOVBENT	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-500	VIC BLDG 3213,14,15
	1300-1400	SAC ALL (-)			APPD PLT. INSPECT.	BLDG 03229	PE	BTBY S.O.P.	DUTY		REG:MET-127	NOTE: 5 THIS PERIOD IS DEVOTED TO THE 31 TO INSPECT THE O.V.M., VEH., AND SF 44 DRIVERS. THEY WILL INSURE THAT ALL VEH REQUISITIONERS ACCORDING TO FT. LEWIS REG
Nov 04-Dec-04	1315-1630	SAC BN. APPD SEC.			SPECIAL WEAPONS TRNG	TTC BLDG	PE	THP-1100-204	DUTY		ART-MET-126	NOTE: 4 THIS PERIOD IS DEVOTED TO 300 SF IN APPROPRIATION TO PRACTICE THE BOM PROCT VEHICLE AND COMB MAINTANCE
	1315-1630	MMB ALL (-)			MAINT SUSTAINMENT	VIC BLDG 3220	PE	TH'S PH'S	DUTY		REG:IMS-535	
	1315-1700	C BTBY (-)			MAINT SUSTAINMENT	BLDG 3230	PE	BTBY SOP	DUTY		REG:FM-535	NOTE: 4 THIS PERIOD IS DEVOTED TO THE 10 TO GET INPUT FOR THE UPCOMING TOMB SCA
	1400-1630	SAC ALL SEC. CHIEF'S			TRAINING MEETING	BLDG 03215	PE	FM 25-2	DUTY		REG:MET-120	VIC BLDG 3213,14,15
	1445-1700	BN ALL(-)			FORMATION/RECALL	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-505	
	0100-2400	MMB B 2/23			FIST SPT	FT IMJIN CAL	PE	2/23 ORDER	FIELD		REG:IMS-401	
	0440-0445	MMB SEL PERS			BTBY TRAINING MEETING	BLDG 3213	PE	TRNG CAL	DUTY		REG:ONS-531	VIC BLDG 3213,14,15
	0630-0730	BN ALL(-)			BILLET MAINT/PER HYGIENE	BN AREA	PE	BTBY SOP	DUTY		REG:LDJ-404	
	0730-0745	BN ALL(-)			FORMATION/AREA POLICE	BN AREA	PE	FM 21-5	DUTY		REG:LDJ-491	VIC BLDG 3213,14,15

7  
5  
0

#### 5.1.3.19 Detailed Training Schedule Report Selection

This menu is exactly the same as the menu for the regular Training report menu and is used the same way (Section 5.1.3.18). However, the report produced shows more detail than the regular Schedule report. Any event for which you have specified units and tasks (see Section 5.1.3.6) will be expanded in the report to several lines listing each unit and the tasks they will be trained in. Also, if these events have been scored (Section 5.1.3.9), the scores for each task will also be printed.

DETAILED TRAINING SCHEDULE REPORT SELECTION

Specify Type of Schedule:

Begin\_date:

End\_date:

Use format DD-MMM-YY i.e., 28-JUN-84

Battery:

HHB, A, B, C, SVC, BN or \* for all.

Status: \*

ADDED, CANCLD, RESCHD, \*D\* for any update, \* for all

First select REPORT to create a NEW version of the Schedule for printing.

Help Report End

Send Detailed Schedule Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

Detailed Training Schedule



16-NOV-1984

16:27:14

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Refs	Uniform	Instructor	Event	Remarks
Mon 17-Dec-84	0900 1430	INH	SEL PERS		BC INVENTORY NR 20 SURVEY	BLDG 3213	PE	BC NOTES	DUTY	BC	REG:ORS-550	
	0915 1445	INH	ALL(-)		CTI TRAINING	SECTION ROOMS	PE	FM 21-2	DUTY	SECTION CHIEFS PSB	REG:LJD-583A	
			INH	NO	031-503-1001 MAINTAIN M17 MASK							
					031-503-1002 WEAR M17-SERIES MASK							
					031-503-1003 STORE M17 SERIES PROTECTIVE MASK							
					031-503-1007 DECONTAMINATE SKIN/PERSONAL EQUIPMENT							
					031-503-1009 USE LATRINE IN MOPP 4							
					031-503-1010 REPLACE FILTERS IN YOUR M17-SERIES PM							
					031-503-1014 USE M8 DETECTOR PAPER TO DETECT CHEM							
					031-503-1015 PUT ON AND WEAR PROTECTIVE CLOTHING							
					031-503-1017 CHANGE PROTECTIVE OVERGMENTS.							
					031-503-1018 REACT TO NUCLEAR HAZARD							
					031-503-1019 RECOGNIZE CB HAZARD							
					031-503-1020 USE M9 PAPER							
					031-503-1021 MARKING A CONTAMINATED AREA							
Tue 18-Dec-84					031-503-2002 DECONTAMINATE EQUIPMENT USING M17							
					031-503-2002 DECONTAMINATE EQUIPMENT USING THE ABC							
					MAINT SUSTAINMENT							
	1300 1430	INH	SEL PERS			VIC BLDG 3228	PE	TR'S, RM'S	DUTY	PSB/SEC	REG:ORS-557	
					MOS TRAINING	BN AREA	PE	SLO MANUALS	DUTY	SECTION CHIEFS	REG:LJD-584A	
	0900 1430	INH	ALL(-)		BC INVENTORY NR 5 COMMO	COMMO SHOP	PE	BC NOTES	DUTY	BC	REG:ORS-551	
					BC INVENTORY NR 15 PAC	BLDG 3212	PE	BC NOTES	DUTY	BC	REG:ORS-552	
	0915 1445	INH	ALL(-)		CTI TRAINING	BN AREA	PE	FM 21-2	DUTY	SECTION CHIEFS	REG:LJD-585A	
					001-031-1005 PREVENT SHOCK							
					001-031-1007 GIVE FIRST AID FOR BURNS							
					001-031-1008 RECOGNIZE AND GIVE FIRST AID FOR HEAT							
					001-031-1009 GIVE FIRST AID FOR FROSTBITE							
					001-031-1014 PUT ON FIELD OR PRESSURE DRESSING							
					001-031-1017 PUT ON A Tourniquet							
Wed 19-Dec-84					001-031-1025 APPLY A DRESSING TO AN OPEN ABDOMINAL							
					001-031-1026 APPLY A DRESSING TO AN OPEN CHEST WOUND							
					001-031-1033 APPLY A DRESSING TO AN OPEN HEAD WOUND							
					001-031-1034 SPLINT A SUSPECTED FRACTURE							
					001-031-1040 TRANSPORT A CASUALTY USING A ONE-MAN C							
					001-031-1041 TRANSPORT A CASUALTY USING A TWO-MAN C							
					CTI TRAINING	BN AREA	PE	FM 21-2	DUTY	SECTION CHIEFS	REG:LJD-584A	
					071-328-5302 SUPERVISE MAINTENANCE ON INDIVIDUAL T							
					071-331-0003 COLLECT/REPORT INFORMATION - SALUTE							
Thu 20-Dec-84												

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

TRAINING SCHEDULE

Date	Time	Qty	Participants	Status	Description	Location	Type	Refs	Uniforms	Instructor	Event	Remarks
Nov 31-Dec-04	0645-0745	BN	ALL (-)	PT	PT	BN AREA	PE	PH 21-20	PT	1SG/ASST	REG-LJ0-404	VIC BLDG 3213, 14, 15
	0745-0845	BN	ALL (-)		BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SUP	DUTY	1SG/PSG/CSB	REG-LJ0-411	VIC BLDG 3213, 14, 15
	0900-0915	BN	ALL (-)		FORMATION/AREA PLACE	BN AREA	PE	PH 21-5	DUTY	1SG/PSG/CSB	REG-LJ0-419	VIC BLDG 3213, 14, 15
	0915-1140	B	130 (-)		130 SGT TRAINING	BLDG 3214/20	PE	PH 4-50	DUTY	CSB/ISS	REG-TBF-238	
	0915-1140	B	130 (-)		130 SGT/ANNUAL GUNNERY	TACFIRE/3214	PE	PH 4-40	DUTY	SGT LINO/ SP4 COMME	REG-TBF-234	
Nov 01-Dec-05	0601-2400	BN	ALL (-)		NEW YEAR HOLIDAY	FLW	PE	SEE REMARKS	CIV	VOCO	REG-LJ0-434	REF: FL CIRL 329-1
Nov 07-Dec-05	0645-0745	BN	ALL (-)	PT	PT	BN AREA	PE	PH 21-20	PT	1SG/ASST	REG-LJ0-405	VIC BLDG 3213, 14, 15
	0745-0845	BN	ALL (-)		BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SUP	DUTY	1SG/PSG/CSB	REG-LJ0-412	VIC BLDG 3213, 14, 15
	0900-0915	BN	ALL (-)		FORMATION/AREA PLACE	BN AREA	PE	PH 21-5	DUTY	1SG/PSG/CSB	REG-LJ0-420	VIC BLDG 3213, 14, 15
	0915-1130	C	SEL PERB		CC INVENTORY (SEE REMARKS)	BLDG 3215	PE	SEE REMARKS	DUTY	BC	REG-FMH-421	ALL VEH, TLR, NEW (W/DUM, B11) REF: AB 710-2 735-11
	0915-1130	BN	ALL (-)		MAINTENANCE SUSTAINMENT	SEE REMARK	PE	BN SUP	DUTY	1SG/SEC CHIEF	REG-LJ0-441	LOC: SEC ROOMS, MOTOR POOL
	0915-1300	SAC	SEL PER.		MISSION SUPPORT	BLDG 03215	PE	BTRY	DUTY	BC/1 SGT.	REG-MET-227	NOTE: 1 SELECTED PERSONNEL WILL PERFORM BTRY/PM/MAINT, SUPPLY, FOOD SERVICE, AND APPLIN. SUPPORT.
												NOTE: 2 THIS PERIOD WILL BE DELETED TO SEE CHIEF/PLT SGT'S TO INSTRUCT THEIR PERSONNEL CHECKING & SERVICING THE BATTERIES, PLUS WORKING TO BRUSH THE AIR BRUSHES OF THE KODAK CTS TEL...
0915-1015	0915-1015	SAC	ALL (-)		BN. MOTOR STABLES	BLDG 03229	PE	BN SUP	DUTY	SEC.CHIEF/PLT SGT'S	REG-MET-220	NOTE: 4 THIS PERIOD IS DELETED TO 300 SEC ON APPOINTMENT TO PRACTICE THE BATTAL PROCEDURES TWO PMN CONTROL ACCORDING TO TM 9-1100-204 12
												NOTE: 5 SEC CHIEF'S WILL TRAIN PER. ON SPECIFIC SKILLS, JAW TACK 113-500-9904, 430 TACK 091-474-1024, 707 TACK 101-321-1140, 740 TACK 101-321-1157, 940 TACK 101-324-1153, 440 TACK 091-440-1254.
0915-1140	0915-1140	B	SEL PERB		LOW DENSITY TRAINING	BLDG 3214/20	PE	PH'S, TM'S	DUTY	SECTION CHIEFS	REG-TBF-230	NOTE: 3 THIS PERIOD IS DELETED TO SEC.CHIEF'S INSURE THAT PROPER MAINTENANCE AIDS IS COMPLETE EACH OF HIS ASSIGNED VEHICLES AND THAT THEY ARE LOADED ACCORDING TO THE PROPER LOBE ORDER.
	1015-1145	SAC	BN, PMO SEC.		SPECIAL WEAPONS TRNG	TTC BLDG	PE	TRN-1100-204	DUTY	SGT. BILWORTH/CPA AND ART-MET-230	REG-TBF-230	NOTE: 1
1015-1145	1015-1145	SAC	SAC HQ'S PLT		LOW DENSITY MOB TRNG	TMA BY CHIEF	PE	BTRY SUP	DUTY	SEC.CHIEF/PLT SGT.	REG-MET-231	
1015-1145	1015-1145	SAC	ALL (-)		BTRY MOTOR STABLES	BLDG 03229	PE	BTRY S.O.P.	DUTY	SEC.CHIEF'S	REG-MET-229	
1140-1150	1140-1150	BN	ALL (-)		FORMATION/RECALL	BN AREA	PE	PH 21-2	DUTY	1SG/PSG/CSB	REG-LJ0-422	
Nov 03-Dec-05	0630-0730	BN	ALL (-)		BILLET MAINT/PER HYGIENE	BN AREA	PE	BTRY SUP	DUTY	1SG/PSG/CSB	REG-LJ0-413	VIC BLDG 3213, 14, 15
	0630-0730	B	MEB'S		TRAINING MEETING	BLDG 3214	PE	BTRY SUP	DUTY	SFC MEA	REG-TBF-238	

#### 5.1.3.20 Instructor Schedule Report Selection

This menu is almost identical to the regular Schedule report menu and is used in the same way (Section 5.1.3.19). The only difference is that the report is sorted by instructor as well as date and time. In this way, you can give an instructor a personalized schedule of all his training events.

## INSTRUCTOR SCHEDULE REPORT SELECTION

Specify Dates and Battery for Instructor Report:

Begin\_date: ( dd-mmm-yy, i.e., 28-JUN-84 )

End\_date:

Battery: HHB, A, B, C, SVC, BN or \* for all.

Select: REPORT to create a NEW version of the Schedule for printing.

END to go to the Print Menu and activate the printer.

Help Report End

Send Instructor Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

## INSTRUCTOR SCHEDULE

## HQB Battery

Instructor	Date	Time	Participants	Description	Location	Type	Refs	Uniform	Event	Remarks
	Mon 27-Aug-84	0100 - 2400	Sgt Pers	Laser Strike	YFC	PE	BN LOI	Field	RE0:005-241	
ISS/Asst	Mon 27-Aug-84	0645 - 0745	All (-)	PT	Vic Bldg 3213	PE	PH 21-20	PT	RE0:005-250	PT will consist of Condition Drill one(1), and a four mile run.
	Wed 29-Aug-84	0645 - 0745	All (-)	PT	Vic Bldg 3213	PE	PH 21-20	PT	RE0:005-251	
BN CO/DC	Mon 27-Aug-84	1015 - 1130	All (-)	BN MTR Stables	Vic Bldg 3220	PE	TH'S, PH'S, LO	Duty	RE0:005-252	
1SG/PSG	Mon 27-Aug-84	0900 - 0915	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-254	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-259	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	RE0:005-254	
	Tue 28-Aug-84	0730 - 0745	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-262	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-264	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	RE0:005-267	
	Wed 29-Aug-84	0900 - 0915	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-264	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-265	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	RE0:005-269	
	Thu 30-Aug-84	0730 - 0745	All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-270	
			All (-)	Formation/Movement	Vic Bldg 3213	PE	PH 22-5	Duty	RE0:005-271	
			All (-)	Formation/Movement	Vic Bldg 3220	PE	PH 22-5	Duty	RE0:005-276	
PSG/ASST	Mon 27-Aug-84	0915 - 1015	All (-)	Btry Maint TRNG	Vic Bldg 3220	PE	TH'S, PH'S	Duty	RE0:005-255	
PSG/Section Chief	Mon 27-Aug-84	1315 - 1400	All (-)	Maint Sustainment	Bldg 3220	PE	TH'S, PH'S	Duty	RE0:005-240	
	Tue 28-Aug-84	0745 - 1400	All (-)	Maint Sustainment	Bldg 3220	PE	TH'S, PH'S	Duty	RE0:005-263	Individuals releasing from YFC will clean, lubricate equipment. Return issued equip. to owner.

#### 5.1.3.21 Training Event Summary Report

This menu is used to run the Training Event Summary Report which contains all the usual time, date and location information as well as a list of the tasks to be trained. It can be submitted to a commander for review or used to notify an instructor about the training he will be conducting. To run this report enter an Event code from the Training Schedule and then use the REPORT and END commands.

### TRAINING EVENT SUMMARY REPORT

This report produces a one-page summary of a training event including all data from the Schedule report and all tasks to be trained in the event. To run this report enter an event code from the training schedule.

| Event: \_\_\_\_\_ |  
| \_\_\_\_\_ |

Select REPORT to create a NEW Event Report,  
then END to go to the Print Menu and print the Report.

Help Report End

Send Training Event Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

17-DEC-1984

05:56:27

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433  
HNB Battery

TRAINING EVENT SUMMARY

Event: COM:DRS-536 Desc: NBC CHAMBER/PROF TEST  
Date: 17-DEC-84 Time: 0730 - 1630  
Particip: SEL PERS Instruct: PFC BUDREN  
Type: PE Location: nbc chamber 1  
Uniform: MOP 4 Refs: FM 21-2  
Remarks:

Mission/MOS	Task	Title
COM1	031-503-1002	Wear M17-Series Mask
	031-503-1003	Store M17 Series Protective Mask
	031-503-1007	Decontaminate Skin/Personal Equipment
	031-503-1009	Use Latrine in MOPP 4
	031-503-1018	React to Nuclear Hazard
	031-503-1020	Use M9 Paper
	031-503-1021	Marking a Contaminated Area
	031-503-2002	Decontaminate Equipment Using M11
	031-503-2002	Decontaminate Equipment Using the ABC M11
	031-831-1015	Restore Breathing Using Back Press Armlift Method
	031-831-1030	Use Nerve Agent Antidote Kit



#### 5.1.3.22 Training Event Roster Report

This report provides a roster of all soldiers to be trained in a scheduled training event. It can be used by an instructor to be sure everyone scheduled for training is present. To run this report enter an event code from the training schedule and then use the REPORT and END commands.

# TRAINING EVENT ROSTER REPORT

\_\_\_\_\_  
| Event: \_\_\_\_\_ |  
\_\_\_\_\_

Select REPORT to create a NEW Event Roster report.  
then END to go to the Print Menu and print the report.

Help Report End

Send Event Roster Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

17-DEC-1984

06:01:24

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433  
HHB Battery

TRAINING EVENT ROSTER

Event:	COM:DRS-536	Desc:	NBC CHAMBER/PROF TEST
Date:	17-DEC-84	Time:	0730 - 1630
Particip:	SEL PERS	Instruct:	PFC BUDREN
Type:	PE	Location:	nbc chamber 1
Uniform:	MOP 4	Refs:	FM 21-2
Remarks:			

Unit	Name	Rank	Status as of 17-Dec-84
4-23C FIST		SGT	PDY
BDE FSS		SFC	LEAVE
BN COMMO		SGT	PDY
		SP4	PDY
		SGT	PDY
HHB HQ		PV2	PDY
		1SG	PDY
HHB MAINT		PV2	PDY
		SSG	PDY
OPS-FDC		SSG	TDY
OPS-INTEL		SFC	PDY
		PFC	LEAVE
		SP4	PDY
PAC		SFC	PDY
		SP4	PDY
		PFC	PDY
		SP4	PASS
		SP4	PDY
		PV2	DETACHED
PADS 1		SP4	PDY
		SSG	PDY
PADS 2		SSG	PDY
PADS 3		PV2	PDY
RADIO		SSG	PDY
		SGT	PDY
		SP4	PDY

### 3.7.3.23 MOS Training Event Score Sheet

This report produces a score sheet for every soldier to be trained in an MOS or Common Skills training event. The instructor can enter the scores on this sheet and then turn them in so that they can be entered into the computer (Section 5.1.3.10). To run the report enter an event code from the Training Schedule and, if you like, a title to appear at the top of each page. Then use the REPORT and END commands.

MOS TRAINING EVENT SCORE SHEET

\_\_\_\_\_  
| Event: \_\_\_\_\_ |  
\_\_\_\_\_

(Optional)

\_\_\_\_\_  
| Title: \_\_\_\_\_ |  
| \_\_\_\_\_ |  
\_\_\_\_\_

Select REPORT to create a NEW Event report.  
then END to go to the Print Menu and print the report.

Help Report End

Send MOS Score Sheet Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

14-NOV-1984

19:41:37

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433  
HHB Battery

## EVENT MOS:DRS-527 SCORE SHEET

MOS	Task	Status	Date	Title
<hr/>				
Name:				SSN: Grade: E3 UPC: DGLT0
<hr/>				
31K10	113-588-1016	-		Install Reel Unit RL-31 Ground Operation
	113-588-1019	-		Install Buried Field Wire Crossing
	113-588-1021	-		Install Surface Field Wire Line
	113-588-1066	-		Recover a Field Wire Line
	113-588-3008	-		Repair Field Wire
<hr/>				
Name:				SSN: Grade: E4 UPC: DGLT0
<hr/>				
31K10	113-588-1016	-		Install Reel Unit RL-31 Ground Operation
	113-588-1019	-		Install Buried Field Wire Crossing
	113-588-1021	-		Install Surface Field Wire Line
	113-588-1066	-		Recover a Field Wire Line
	113-588-3008	-		Repair Field Wire
<hr/>				
Name:				SSN: Grade: E4 UPC: DGLT0
<hr/>				
31K10	113-588-1016	-		Install Reel Unit RL-31 Ground Operation
	113-588-1019	-		Install Buried Field Wire Crossing
	113-588-1021	-		Install Surface Field Wire Line
	113-588-1066	-		Recover a Field Wire Line
	113-588-3008	-		Repair Field Wire

#### 5.1.3.24 Unit Training Event Score Sheet

This report produces a score sheet for every unit to be trained in an ARTEP or MOS training event. The instructor can enter the scores on this sheet and then turn them in so they can be entered into the computer. To run the report enter an event code from the Training Schedule and, if you like, a title to appear at the top of each page. Then use the REPORT and END commands.

UNIT TRAINING EVENT SCORE SHEET

\_\_\_\_\_  
| Event: \_\_\_\_\_ |  
\_\_\_\_\_

(Optional)

\_\_\_\_\_  
| Title: \_\_\_\_\_ |  
| \_\_\_\_\_ |  
\_\_\_\_\_

Select REPORT to create a NEW Event report.  
then END to go to the Print Menu and print the report.

Help Report End

Send Unit Score Sheet Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:



11-DEC-1984

14:09:24

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433  
HMB Battery

## EVENT REQ:LJD-596A SCORE SHEET

Mission	Task	Status	Date	Title
Unit: 2-23A FIST			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	—	_____	Maintain M16A1 Rifle
	071-311-2003	—	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	—	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	—	_____	Load/Unload/Clear M203
	071-311-2104	—	_____	Immediate Action M203
	071-311-3001	—	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	—	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	—	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	—	_____	Engage Targets with an M72A2 LAW
	071-318-2203	—	_____	Apply Immediate Action to M72A2 LAW
Unit: 2-23B FIST			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	—	_____	Maintain M16A1 Rifle
	071-311-2003	—	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	—	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	—	_____	Load/Unload/Clear M203
	071-311-2104	—	_____	Immediate Action M203
	071-311-3001	—	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	—	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	—	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	—	_____	Engage Targets with an M72A2 LAW
	071-318-2203	—	_____	Apply Immediate Action to M72A2 LAW
Unit: 2-23 BN FS			ARTEP: COMMON	UPC: DGLT0
COM1	071-311-2001	—	_____	Maintain M16A1 Rifle
	071-311-2003	—	_____	Load, Reduce a Stoppage, and Clear an M1
	071-311-2004	—	_____	Battlesight Zero an M16A1 Rifle
	071-311-2102	—	_____	Load/Unload/Clear M203
	071-311-2104	—	_____	Immediate Action M203
	071-311-3001	—	_____	Perform Operator Maintenance on .45 Pist
	071-312-3007	—	_____	Prepare a Range Card for an M60 Machine
	071-318-2201	—	_____	Prepare/Restore an M72A2 LAW for Firing
	071-318-2202	—	_____	Engage Targets with an M72A2 LAW
	071-318-2203	—	_____	Apply Immediate Action to M72A2 LAW

### 5.1.3.25 Unit Training Reports

Unit Training Reports lists summary of unit training scores. Note that units can be scored for MOS and Common Skills training as well as ARTEP training.

#### COMMAND

- |           |   |
|-----------|---|
| *    Help | Display this help information.  |
| *    Unit | Run the Unit Scores report which lists Passes and Fails for tasks in which units have been trained. |
| *    Exit | Return to the main Training Report Menu.  |

# UNIT TRAINING REPORTS

- \* Unit Scores
- \* Exit

Help Unit Exit:

### 5.1.3.26 Unit Training Scores Report Selection

This menu is used to run the Unit Scores report. Unit training scores that have been entered into the computer (Section 5.1.3.11) can be printed in job book format.

#### COMMANDS

- \* Report                      Create a new version of the report for printing using the information entered into the form.
- \* End                         Go to the print menu. This should be used AFTER the REPORT Command.

#### FIELDS

- \* UPC                        Enter the UPC of the unit to report on.
- \* Unit                       Enter the name of the unit (section) to report on (or \* for all).
- \* ARTEP                     Enter the ARTEP code of the tasks to report on. The codes COMMON and MOS can be used to view Common Skills and MOS training results.
- \* Mission                   Enter the mission code of the tasks to report (or \* for all).
- \* Event                     Enter an event code from the Training Schedule if you want a score report for all tasks in a particular event.

# UNIT TRAINING SCORES REPORT SELECTION

UPC: \_\_\_\_\_ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or \* for all.  
Unit: \* \_\_\_\_\_ Enter Unit name or \* for all.  
ARTEP: \* \_\_\_\_\_ Enter ARTEP code of \* for all.  
Mission: \_\_\_\_\_ Enter Mission or \* for all.  
Event: \* \_\_\_\_\_ Training Event code or \* for all.

Title: \_\_\_\_\_ (optional)

Select REPORT to create a new version of the Unit Scores report.  
...End to go to the Print menu and Print the new report.

Help Report End

12-DEC-1984

07:49:25

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

UNIT TRAINING SCORES

Unit: HMB HQ - BATTERY HEADQUARTERS

UPC: DGLTO

ARTEP	Mission	Task	Status	Date	Title
COMMON	COM1	COMMON SKILLS LEVEL 1			
		071-325-4405	NP	30-Oct-84	Identify and Employ Hand Grenades
		071-325-4412	T	30-Oct-84	Install and Fire/Recover an M18A1
		031-503-1003	T	30-Oct-84	Store M17 Series Protective Mask
		031-503-1007	NE	22-Oct-84	Decontaminate Skin/Personal Equipment
		031-503-1009	T	30-Oct-84	Use Latrine in MOPP 4
		031-503-1018	T	30-Oct-84	React to Nuclear Hazard
		031-503-1020	T	22-Nov-84	Use M9 Paper
		031-503-1021	NP	30-Oct-84	Marking a Contaminated Area
		031-503-2002	T	30-Oct-84	Decontaminate Equipment Using M11
		031-503-2002	T	22-Nov-84	Decontaminate Equipment Using ABC M11
		031-831-1015	T	30-Oct-84	Restore Breathing Using Back Press
		031-831-1030	T	30-Oct-84	Use Nerve Agent Antidote Kit

### 5.1.3.27 MOS/Common Skills Reports

These reports list and summarize MOS and Common Skills Training scores.

#### COMMANDS

\* BN

Run the Battalion MOS Task Summary report. This report lists the total number of Passes, Fails and Not Evaluated for each task in which you are interested. You could, for example, ask to see how well the entire Battalion did on Common Skill Level 1 tasks. (This report takes a long time to run so you should not run it during peak usage hours.)

\* Battery

Run the Battery MOS Task Summary report. This is identical to the BN Task Summary except that number of Passes and Fails are broken down by battery so that you can see how well a particular battery performed a set of tasks. This report is slow and should not be run during peak usage hours.

\* Section

Run the Section MOS Task Summary report. This is identical to the Battery Task Summary except that number of Passes and Fails are broken down by section so that you can see

how well a section battery performed a set of tasks. This report is slow and should not be run during peak usage hours.

#### MOS TASK REPORTS

- \* BN Summary
- \* Battery Summary
- \* Section Summary
- \* Job Book
- \* PT Qualification
- \* Weapons Qualification
- \* Exit

Help BN Battery Section JobBook PT Weapons Exit.

#### (COMMANDS)

- |            |   |
|------------|---|
| * Job Book | Run the Job Book Report. This produces a Job Book listing of any or all tasks for which a soldier has been trained. You can select soldiers by name or by unit.       |
| * PT       | Run the PT Qualification Report. This takes raw PT scores and automatically calculates whether or not a soldier qualifies. This reports on a whole battery at a time. |



(COMMANDS)

- \* Weapons                      Run the Weapons Qualification Report.  
                                 This reports on a whole battery at a  
                                 time.
  
- \* Exit                              Return to the main Training Report  
                                 menu.

### 5.1.3.28 Battalion MOS Task Summary Report

This menu is used to run the Battalion MOS Task Summary report. It lists the total number of Passes, Fails and Not Evaluated for the entire battalion for the set of tasks you select.

#### COMMANDS

- \* Report                      Create a new version of the report for printing using the information entered into the form.
- \* End                        Go to the print menu. This should be used AFTER the REPORT Command.

#### FIELDS

- \* MOS                        Enter the MOS code of the tasks to report on. For example, entering 13B10 will produce a report for all 13B level 1 tasks, 13B\* for all 13B levels, COM1 for all Common Skills level 1 tasks, COM\* for all Common Skills levels.
- \* Begin\_Date                First date of scores to include in report.
- \* End\_Date                  Last date to include.
- \* Event                     Code of event in the Training Schedule from which tasks to report should be selected.

## BATTALION MOS TASK SUMMARY REPORT

WARNING: This Report Makes Heavy Usage of System Resources.  
Running it during peak hours is not recommended.

MOS: \_\_\_\_\_ MOS of Tasks to Report or \* for all.  
Begin\_date: \_\_\_\_\_ Begin date of Score period DD-MMM-YY.  
End\_date: \_\_\_\_\_ End date of Score period.  
Event: \_\_\_\_\_ Event in which tasks trained (optional)

Help Report End

Send BN MOS Task Sum Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

3-NOV-1984

22:31:30

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS  
FOR BATTALION

Type	Task	Pass	Fail	NE	Title
COM1	031-503-1001	436	1	49	Maintain M17 Mask
	031-503-1002	430	9	49	Wear M17-Series Mask
	031-503-1007	379	8	110	Decontaminate Skin/Personal Equipment
	031-503-1015	429	17	51	Put on and Wear Protective Clothing
	031-503-1019	361	26	111	Recognize CB Hazard
	071-311-2001	378	8	111	Maintain M16A1 Rifle
	071-311-3001	44	2	420	Maintain .45 Pistol
	071-318-2201	379	10	109	Prepare/Restore an M72A2 LAW for Firing
	071-325-4405	381	7	109	Identify and Employ Hand Grenades
	071-325-4412	352	33	112	Install M18A1 Mine
	071-329-1001	358	29	111	Identify Terrain Features On a Map
	071-329-1002	360	27	111	Determine Grid Coordinates
	071-329-1003	379	9	109	Determine a Magnetic Azimuth using a Compass
	081-831-1007	386	4	108	Give First Aid for Burns
	081-831-1009	386	1	110	Give First Aid For Frostbite
	081-831-1016	386	3	108	Put on Field or Pressure Dressing
	081-831-1031	378	11	109	Nerve Agent-Buddy
	878-920-1001	329	47	111	Identify OPFOR Veh
Totals:		6531	249	2610	

#### 5.1.3.29 MOS Task Battery Summary

This report is identical to the Battalion MOS Task Summary report described in Section 5.1.3.28 except that the Pass/Fail/Not Eval totals are given by battery rather than battalion. The menu is also identical except that the UPC must be given in addition to MOS, Date and Event.

### MOS TASK BATTERY SUMMARY

UPC: \_\_\_\_\_ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or \* for all.

MOS: \_\_\_\_\_ MOS of Tasks to report.

Begin\_date: \_\_\_\_\_ Begin Date of Score Period DD-MMM-YY.

End\_date: \_\_\_\_\_ End Date of Score Period.

Event: \_\_\_\_\_ Event in which tasks trained.

Help Report End

Send Bty MOS Task Summary Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

16-JUN-1984

20:31:30

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS  
UPC: DGLT0

Type	Task	Pass	Fail	NE	Title
COM1	031-503-1002	32	4	24	Wear M17-Series Mask
	031-503-1003	33	3	24	Store M17 Series Protective Mask
	031-503-1007	36	0	24	Decontaminate Skin/Personal Equipment
	031-503-1009	33	3	24	Use Latrine in MOPP 4
	031-503-1018	36	0	24	React to Nuclear Hazard
	031-503-1020	36	0	24	Use M9 Paper
	031-503-1021	35	1	24	Marking a Contaminated Area
	031-503-2002	72	0	48	Decontaminate Equipment Using the ABC M11
	031-831-1015	36	0	24	Restore Breathing Using Back Press Armlift Method
	031-831-1030	36	0	24	Use Nerve Agent Antidote Kit
Totals:		385	11	264	
Totals:		385	11	264	

#### 5.1.3.30 MOS Task Section Summary

This report is identical to the Battalion MOS Task Summary report described in Section 5.1.3.28 except that the Pass/Fail/Not Eval totals are given by selection instead of battalion. The menu is also identical except that the UPC must be given in addition to MOS, Date and Event.



### MOS TASK SECTION SUMMARY

UPC: \_\_\_\_\_ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or \* for all.

MOS: \_\_\_\_\_ MOS of Tasks to report.

Begin\_date: \_\_\_\_\_ Begin Date of Score Period DD-MM-YY.

End\_date: \_\_\_\_\_ End Date of Score Period.

Event: \_\_\_\_\_ Event in which tasks trained.

Help Report End

Send Section Task Summary Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

3-SEP-1984

21 JS

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

STATUS SUMMARY FOR SELECTED TASKS BY UNIT  
UPC: DGLA0

Unit	Type	Task	Pass	Fail	NE	Title
A AMMO	COM1	031-503-1001	8	0	4	Maintain M17 Mask
		031-503-1002	8	0	4	Wear M17-Series Mask
		031-503-1007	7	1	4	Decontaminate Skin/Personal Equipment
		031-503-1015	8	0	4	Put on and Wear Protective Clothing
		031-503-1019	4	4	4	Recognize CB Hazard
		071-311-2001	7	1	4	Maintain M16A1 Rifle
		071-311-3001	0	0	12	Maintain .45 Pistol
		071-318-2201	6	2	4	Prepare/Restore an M72A2 LAW for Firing
		071-325-4405	7	1	4	Identify and Employ Hand Grenades
		071-325-4412	5	3	4	Install M18A1 Mine
		071-329-1001	6	2	4	Identify Terrain Features On a Map
		071-329-1002	4	4	4	Determine Grid Coordinates
		071-329-1003	8	0	4	Determine a Magnetic Azimuth using a Compass
		081-831-1007	8	0	4	Give First Aid for Burns
		081-831-1009	8	0	4	Give First Aid For Frostbite
		081-831-1016	8	0	4	Put on Field or Pressure Dressing
		081-831-1031	8	0	4	Nerve Agent-Buddy
		878-920-1001	6	2	4	Identify OPFOR Veh
		Totals:	116	20	80	

### 5.1.3.31 Job Book Report Selection

This menu is used to run the Job Book report. All MOS and Common Skills tasks for which scores have been entered can be included in this report.

#### COMMANDS

- \* Report                      Create a new version of the report for printing using the information entered into the form.
- \* End                        Go to the print menu. This should be used AFTER the REPORT Command.

#### FIELDS

- \* UPC                        UPC code of unit to report on.
- \* Name                      Name of individual soldier to report on. Must be the same spelling used in the Personnel Roster. Enter a \* to report on everyone in the unit.
- \* MOS                        MOS code of tasks to report on. Use COM1, COM2, etc. for Common Skills. Use \* for all tasks.
- \* Event                      Event code from Training Schedule. Report will only show tasks trained in that event.
- \* TITLE                      Enter the title you want to appear on the top of each page of the report. It is alright to leave it blank.

# JOB BOOK REPORT SELECTION

UPC:\_\_\_\_\_ DGLAO, DGLBO, DGLCO, DGLSO, DGLTO or \* for all.  
Name:\_\_\_\_\_ \* Enter Name or \* for all.  
MOS:\_\_\_\_\_ MOS of Tasks to report.  
Event:\_\_\_\_\_ \* Training Event code or \* for all.

(optional)

| Title:\_\_\_\_\_ |  
|\_\_\_\_\_ |

Select REPORT to create a new copy of the Job Book report.  
... END to go to the Print menu and Print the new menu.

Help Report End

Send Job Book Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

(COMMANDS)

\* Title

14-AUG-1984

20:32:11

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

JOB BOOK

Name: SMITH ROBERT

SSN: 123456789 Grade: E6 UPC: DGLT0

Type	Task	Status	Date	Title
CDM1	031-503-1001	P	19-Jul-84	Maintain M17 Mask
	031-503-1002	P	19-Jul-84	Wear M17-Series Mask
	031-503-1007	P	19-Jul-84	Decontaminate Skin/Personal Equipment
	031-503-1015	P	19-Jul-84	Put on and Wear Protective Clothing
	031-503-1018	P	30-Oct-84	React to Nuclear Hazard
	031-503-1019	P	19-Jul-84	Recognize CB Hazard
	071-311-2001	P	19-Jul-84	Maintain M16A1 Rifle
	071-311-3001	F	19-Jul-84	Perform Operator Maintenance on .45 Pist
	071-318-2201	P	19-Jul-84	Prepare/Restore an M72A2 LAW for Firing
	071-325-4405	P	19-Jul-84	Identify and Employ Hand Grenades
	071-325-4412	P	19-Jul-84	Install and Fire/Recover an M18A1 Claymo
	071-329-1001	P	30-Oct-84	Identify Terrain Features On a Map
		F	19-Jul-84	Identify Terrain Features On a Map
	071-329-1002	P	30-Oct-84	Determine Grid Coordinates
		P	19-Jul-84	Determine Grid Coordinates
	071-329-1003	P	30-Oct-84	Determine a Magnetic Azimuth using a Com
		P	19-Jul-84	Determine a Magnetic Azimuth using a Com
	071-331-0801	N	30-Oct-84	Use Challenge and Password
	081-831-1007	P	19-Jul-84	Give First Aid for Burns
	081-831-1009	P	19-Jul-84	Give First Aid For Frostbite
	081-831-1016	P	30-Oct-84	Put on Field or Pressure Dressing
		P	19-Jul-84	Put on Field or Pressure Dressing
	081-831-1031	P	19-Jul-84	Administer First Aid to a Nerve Agent Ca
	081-831-1034	P	30-Oct-84	Splint a Suspected Fracture
	113-571-1016	P	30-Oct-84	Send a Radio Message
	441-091-1040	P	30-Oct-84	Visually Identify Threat Aircraft
	878-920-1001	P	30-Oct-84	Identify OPFOR Veh
		P	19-Jul-84	Identify OPFOR Veh

#### 5.1.3.32 PT Qualification Report

This menu runs the PT Qual report. Enter the battery to report on and then use the Report and End commands. The data used by this report is entered as described in Section 5.1.3.14.

### PT QUALIFICATION REPORT

This report calculates PT Qualification Scores for the battery specified.

Battery: \_\_\_\_\_ Enter HNB, A, B, C, SVC or \* for all.

Select REPORT to create a new copy of the PT Qual report.

... END to go to the Print menu and Print the new menu.

Help Report End:

31-JUL-1994

02:21:10

## CL QUALIFICATION SCORES

Name	SN	BT	Date	Host Date	Temp	Weather	Situps/ Pts	Pushups/Pts	Run/ Pts	Tot/Pts	P/F	Age	Weight	Height	Remarks
			040314	040914	45	COLO	50	70	41	216	P	27	190	70	
C	040623	C	041221	041221	50	SUNNY	73	100	72	291	P	27	150	70	
C	040314	C	040914	040914	50	CLOUDY	53	73	48	254	P	23	140	60	
C	040307	C	040907	040907	50	CLOUDY	40	40	50	190	P	23	100	60	
C	040307	C	040907	040907	50	CLOUDY	40	40	40	225	P	24	155	72	
C	040104	C	040704	040704	50	CLOUDY	50	70	50	200	P	26	170	64	
C	040305	C	040905	040905	50	CLEAR	50	70	55	222	P	21	130	60	
C	040104	C	040704	040704	50	CLOUDY	50	70	50	200	P	20	167	73	
C	040314	C	040914	040914	50	CLOUDY	40	82	50	229	P	22	164	60	
C	040314	C	040914	040914	50	CLOUDY	57	77	40	241	P	19	160	73	
C	040104	C	040704	040704	50	CLOUDY	50	72	50	212	P	31	156	70	
C	040621	C	041221	041221	50	SUNNY	44	70	73	277	P	22	142	60	
C	040305	C	040905	040905	50	CLEAR	50	70	69	249	P	20	123	64	
C	040123	C	040723	040723	40	CLOUDY	47	67	50	232	P	20	164	70	
C	040404	C	041004	041004	0	RAIN	42	62	45	227	P	00	140	70	
C	040307	C	040907	040907	50	CLOUDY	57	77	52	209	P	20	191	62	
C	040314	C	040914	040914	50	CLOUDY	80	100	79	209	P	20	147	65	
C	040601	C	041201	041201	55	SUNNY	40	90	50	262	P	00	100	73	
C	040104	C	040704	040704	50	CLOUDY	50	70	50	202	P	20	152	60	
C	040417	C	041017	041017	70	CLEAR	50	70	50	200	P	00	173	70	
C	040307	C	040907	040907	50	CLOUDY	50	70	50	200	P	23	140	62	
C	040324	C	040924	040924	40	CLEAR	42	64	44	220	P	00	140	62	
C	040621	C	041221	041221	50	SUNNY	41	84	73	250	P	20	216	73	
C	040305	C	040905	040905	50	CLEAR	51	71	49	200	P	19	172	73	
C	040307	C	040907	040907	50	CLOUDY	55	75	50	213	P	22	160	72	
C	040104	C	040704	040704	50	CLOUDY	40	82	40	232	P	25	190	73	
C	040104	C	040704	040704	50	CLOUDY	50	70	50	206	P	21	165	70	
C	040621	C	041221	041221	50	SUNNY	70	100	70	297	P	22	145	60	
C	040307	C	040907	040907	50	SUNNY	59	80	52	212	P	20	140	64	
C	040314	C	040914	040914	50	CLOUDY	70	100	45	209	P	24	155	60	
C	040615	C	041215	041215	42	CLOUDY	72	100	45	204	P	00	172	62	
C	030323	C	030923	030923	55	SUNNY	40	44	50	221	P	33	137	64	
C	040409	C	041009	041009	45	CLOUDY	34	40	34	173	F	00	203	73	
C	040305	C	040905	040905	50	CLEAR	49	100	70	203	P	20	153	60	
C	040314	C	040914	040914	50	CLOUDY	53	73	54	243	P	20	145	70	
C	040319	C	040919	040919	50	CLOUDY	47	94	70	277	P	20	197	73	
C	040314	C	040914	040914	50	CLOUDY	40	82	41	234	P	24	134	60	
C	040321	C	040921	040921	45	CLOUDY	55	75	50	219	P	23	170	70	
C	040314	C	040914	040914	50	CLOUDY	40	60	49	232	P	25	185	71	



#### 5.1.3.33 Weapons Qualification Report

This menu runs the Weapons Qual report. Enter the battery to report on and then use the Report and End commands. The data used by this report is entered as shown in Section 5.1.3.15.

## WEAPONS QUALIFICATION REPORT

This report calculates PT Qualification Scores for the battery specified.

Battery: \_\_\_\_\_ Enter HHB, A, B, C, SVC or \* for all.

Select REPORT to create a new copy of the Weapons Qual report.

... END to go to the Print menu and Print the new menu.

Help Report End:

11-DEC-1984

11:30:10

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

WEAPONS QUALIFICATION REPORT

Name	SSN	Bty	M16A1			.45 CAL			.50 CAL			M48			M203		
			Date	Score	Class	Qual	Date	Score	Class	Qual	Date	Score	Class	Qual	Date	Score	Class
HHB			11-Nov-84	1234	M	0	09-Nov-84	1234	M	0	23-Dec-84	1234	M	0	11-Nov-84	1234	M
HHB			11-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			11-Nov-84	1234	E	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			07-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			11-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			14-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			29-Nov-84	1234	S	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			23-Nov-84	1234		U	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M
HHB			11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M	0	11-Nov-84	1234	M

#### 5.1.3.34 Reference Data

##### COMMANDS

- \*    **Help**                               Display this help information.
  
- \*    **ARTEP**                            Add or update an ARTEP code and title.
  
- \*    **Mission**                         Add or update a Mission code and title. The ARTEP that owns it must also be specified. Go back to the ARTEP command if the ARTEP is not in the computer yet.
  
- \*    **Task**                             Add or update a task code and title. Both the ARTEP and Mission that own the task must also be specified. Use the ARTEP and Mission commands if they are needed.
  
- \*    **Report**                          Have the computer print a list of all the tasks that it knows about for the ARTEP and Mission you want to see.
  
- \*    **Exit**                            Return to the main Training menu.

##### DISCUSSION

This menu lets you get to the forms where you can add new ARTEPs, Missions and Tasks to the database. This does NOT lead to the forms where you can look at training scores. Instead, what you will see is a short version of the information that is found in the ARTEP and Soldiers Manuals. Think of it as a computerized version of these two manuals but limited to just the code

#### TRAINING REFERENCE DATA

- \* ARTEPs
- \* Missions/MOGs
- \* Tasks
- \* Report on Tasks
- \* Exit

Help ARTEP Mission Task Report Exit:

numbers of the ARTEPs, Missions and Tasks and their titles. In fact, if a new training manual is sent to you, you will have to type in the new task numbers and their titles using the forms that follow this one.

The computer uses the information stored here when printing out training reports so that all the titles and numbers will be correct. It also uses the numbers and titles when you are building a detailed training event. If you try to schedule a task for training and the computer says it cannot find that task, you will have to come here and type in that task so the computer will know about it.

Remember that Tasks belong to Missions and Missions belong to ARTEPs. This means that you cannot add a new task to the database unless the Mission and ARTEP that own it are already in the computer. That is why you should always check to (1) see if a task's ARTEP and (2) the task's mission, are in the computer. If they are not, use the ARTEP and Mission forms to

enter them. The ARTEPs and Missions do not change that often so you should not have to do this frequently.

Since all we have talked about so far is ARTEPs and Missions, you may be wondering how MOS and Common Skills tasks are handled. To make them easier to work with on the computer, we've made up some ARTEP and Mission codes for them. MOS skills have an ARTEP code of "MOS" and use MOS codes for missions. For example 13B10 tasks belong to ARTEP "MOS" and Mission 13B10 (Cannoneer Level 1). Common Skills level two tasks belong to ARTEP "COMMON" and Mission "COM2".

In order to keep data that is entered accurate, the S3 shop has final authority over data that is entered here, and who can enter it. If you discover that the computer cannot find the tasks you are looking for, check with the training NCO in the S3 shop.

QBF (Query By Forms) is used to run all three of the reference data menus. If you are not familiar with QBF, see Section 3.5.1, Using Query By Forms, for instructions.

#### 5.1.3.35 ARTEP Reference Data

This data is used by the database to ensure that only valid ARTEPs are used in the Training Schedule and the Training Scores. If a new ARTEP is assigned to the battalion, it must be entered here before any of the Missions and Tasks belonging to that ARTEP can be put into the database. The ARTEP number and title should come straight from an ARTEP manual. The only exceptions are two ARTEPs created to allow the database to help with individual soldier training. These are the ARTEPs COMMON for Common Skills training and MOS for MOS training.

ARTEP REFERENCE DATA

ARTEP: c\_\_\_\_\_ Title: c\_\_\_\_\_



#### 5.1.3.36 Mission Reference Data

This data is used to make sure that only valid Missions are used in the Training Schedule and Training Scores. If a new ARTEP is assigned to the battalion, the Missions belonging to it must be entered here AFTER entering the ARTEP code and title into the computer using the ARTEP menu.

To help with individual training, the ARTEPs "MOS" and "COMMON" have been created. If a new MOS is assigned to the battalion, enter the MOS in the Mission field (i.e., 13B10) and its title in the title field. To help with Common Skills, the "Missions" COM1, COM2 etc., should be used.

MISSION REFERENCE DATA

ARTEP: \_\_\_\_\_

Mission: \_\_\_\_\_

Title: \_\_\_\_\_

Unit: \_\_\_\_\_

Weight: \_\_\_\_\_

### 5.1.3.37 Task Reference Data

This data is used to make sure that only valid tasks are used in the Training Schedule and Scores. If a new ARTEP or Mission is assigned to the battalion, the tasks belonging to them must be entered here AFTER the ARTEP, and then the Missions are entered in their respective menus.

#### FIELDS

- |   |               |   |
|---|---------------|---|
| * | ARTEP         | Code from ARTEP manual. The code COMMON is used for Common Skills and the code MOS is used for MOS training.  |
| * | Mission       | Mission code from ARTEP manual. For Common Skills the mission codes are COM1 for level 1, COM2 for level 2 and so on. For MOS training the mission codes are MOS codes such as 13B10, 13B20, etc. |
| * | Training Time | Time for initial training.  |
| * | Retraining    | Time for refresher training.  |
| * | Decay         | Time in which skill decays.   |
| * | Comments      | Any notes about the best way to train this task.  |

TASK REFERENCE DATA

ARTEP: \_\_\_\_\_ Mission/MCS: \_\_\_\_\_

Task: \_\_\_\_\_ Title: MANAGE \_\_\_\_\_

Training time: \_\_\_\_\_ ( Hours minutes-Ex: 3 hrs 30 mins )

Retraining time: \_\_\_\_\_ ( Hours minutes-Ex: 1 hr )

Decay time: \_\_\_\_\_ ( Days - Ex: 90 days )

Comments: \_\_\_\_\_

\_\_\_\_\_

BROWSE DATA (<MENU KEY> to return, CTRL-F for next row)

#### 5.1.3.38 Training Reference Data Report

This menu is used to run a report showing all tasks stored in the computer. These tasks are printed by ARTEP code and Mission. To run the report enter an ARTEP code and then use the Report and End commands. Remember that COMMON and MOS are also ARTEP codes.

# TRAINING REFERENCE DATA REPORT

Select ARTEP to report on:

ARTEP: \* ( Enter \* for all )

First Select REPORT to create a NEW version of the Report for printing.  
...then END to go to the PRINT Menu and activate the printer.

Help Report End

Send Training Reference Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

19-DEC-1964

01:20:15

## Task Summary by ARTBP and Mission

Artbp	Artbp Title	Mission	Mission Title	Task	Task Title
4-100	The Field Artillery Cannon Battery	3-1-1	PROVIDE FIELD ARTILLERY FIRES	3-1-1-1 3-1-1-2 3-1-1-3 3-1-1-4 3-1-1-5 3-1-1-6 3-1-1-7 3-1-2-1 3-1-2-2 3-1-2-3 3-1-2-4 3-1-2-5	DELIVER field artillery fires. MOVE. COMMUNICATE. PERFORM battery service support operations. DEFEND and SECURE battery area and materiel. COORDINATE field artillery support. ACQUIRE targets. DIRECT/ COORDINATE delivery of field artillery fires. COMMAND/CONTROL battery movement operations. COMMAND/CONTROL battery communication operations. COMMAND/CONTROL battery service support operations. PLAN, COORDINATE, and CONTROL defense and security of the battery.
		3-1-2	PROVIDE COMMAND AND CONTROL	3-1-2-4 3-1-2-7 3-1-3-1	DIRECT/COORDINATE battery fire support coordination. DIRECT/COORDINATE battery target acquisition. SUPERVISE installation and operation of battery communications.
		3-1-3	PROVIDE COMMUNICATIONS ELECTRONICS SUPPORT	3-1-3-2 3-1-3-3 3-1-4-1 3-1-4-2 3-1-4-3	INSTALL/PRODUCE switchboard service. COORDINATE battery communications with battalion. DIRECT/CONTROL battery occupation and establishments DIRECT/CONTROL delivery of fires. DIRECT/CONTROL firing battery recovery and preparation for movement.
		3-1-5	PROVIDE NUCLEAR WEAPONS SUPPORT	3-1-5-1 3-1-5-3 3-1-5-4 3-1-5-5 3-1-5-6 3-1-6-1 3-1-6-10 3-1-6-11 3-1-6-2 3-1-6-3 3-1-6-4 3-1-6-5 3-1-6-6 3-1-6-7 3-1-6-8 3-1-6-9	PREPARE a nuclear weapon for firing. PERFORM change yield procedures. (203-mm, M422 units) PERFORM cancelled firing procedures. DESTROY nuclear weapons. PREPARE nuclear weapons for movement. ESTABLISH and MAINTAIN fire direction center. PREPARE and REPORT operational information. DETERMINE observer location using laser rangefinder. ATTACK targets. DETERMINE firing data. CONTROL/ COORDINATE fire missions. PREPARE and REPORT operational information. ESTABLISH and MAINTAIN battery FDC. ATTACK targets. DETERMINE firing data. CONTROL/ COORDINATE fire missions.
		3-1-6	PROVIDE FIRE DIRECTION SUPPORT	3-1-7-1 3-1-7-2 3-1-7-3 3-1-7-4 3-1-7-5	PREPARE battery for conduct of fire missions. EXECUTE fire commands. RECOVER and PREPARE for movement. MANAGE and SUBMIT records and reports. STORE/TRANSPORT ammunition.

## SECTION 6

### LOGISTICS

#### 6.1 LOGISTICS

The Logistics application is designed to allow battalion personnel to keep track of the status of each piece of equipment maintained by the battalion. This includes such things as trucks, jeeps, howitzers, rifles, tents and other equipment necessary to fight a war. The database consists of relatively stable information such as the description, model number, and serial number of each piece of equipment. This information changes only every few months. Also included in the database are highly volatile data such as the current operational status of certain pieces of equipment (such as vehicles and howitzers), which soldier is currently responsible for each piece of equipment, service schedules and repair history of each piece of equipment. This data is updated daily by the battalion personnel. Other volatile areas are the Prescribed Load List, and the Document Register. Data is kept here concerning the quantity on hand and reorder status of spare parts. The logistics portion of ATUTMS is also capable of providing printed reports containing current information from the aforementioned areas. Often used reports are those such as the Document Register report, the 2406 form reports (vehicle status, the Band Receipt reports (who is responsible for each piece of equipment, and the PLL reports (current status of spare parts).

##### 6.1.1 Capabilities and Procedures

The logistics portion of ATUTMS is primarily designed to reduce the manual labor required to produce the DA Form 2406 report. The two parts of Form 2406, (frontside and backside), are required at various intervals, (daily and biweekly), and contain information about the repair history of the major end-items within the battalion. The operator can request the computer to print the reports whenever he needs them. They will be accurate as long as the logistics database within the computer is current. Because of this large



store of information, numerous other reports are possible concerning such things as the Document Register, the Prescribed Load List and Battalion Property.

The Logistics application functions mainly as a repository of information. Records in the database may be added, changed, and deleted at any time in order to reflect the current status of the battalion. The personnel who should be responsible for managing that data are the same ones who normally would be responsible for it in a manual system. The computer can be asked to print reports either by the personnel who manage the data, or by the recipient of the report.

#### 6.1.2 Menu Map

The menu map for Logistics (Figure 6-1) is a quick reference to use with the Logistics menus. Each box represents a display on the screen and the lines under it lead to the different choices. At the completion of your work, enter EXIT (or E) to go back to the menu you came from and continue exiting until you reach the \$ prompt.

#### 6.1.3 Menus and Reports

This section shows each menu and report form in the Logistics functional area. The menus are ways of getting to the forms and reports. On the menu, you will see the choices listed, and at the bottom there is a list of one word descriptions for each choice. The cursor, (the blinking box), is at the end of this list. Pick the first letter or letters from the list of one-word descriptions and then press [RET]. A screen form is similar to a paper form with titles and blank lines. Fill in the blank lines and tab to the next blank line. The reports take all the data currently in the computer, combine, and format it. A report can be displayed on the terminal or printed at the printer.

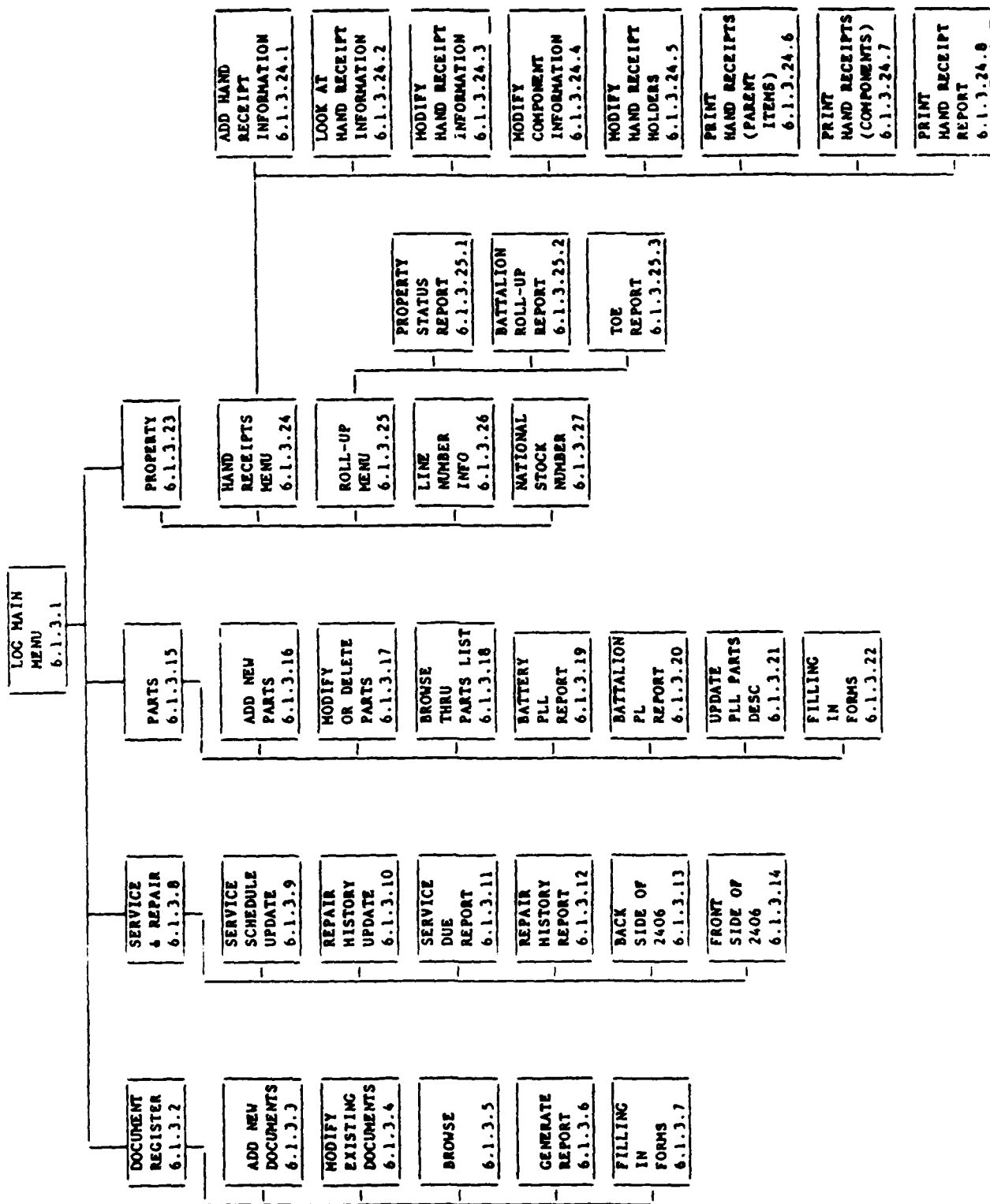


FIGURE 6-1. Menu Map for Logistics

#### 6.1.3.1 Logistics Main Menu

The main Logistics Menu is the first level of choice when deciding where to do your work. From this menu you can go to the menus for each of the four major areas of logistics.

## LOGISTICS

- \* DOC - Document Register
- \* MAINT - Service and Repair
- \* PLL - Parts
- \* PROP - Property
- \* EXIT - Exit Application

HELP DOC MAINT PLL PROP EXIT:

- |         |  |
|---------|--|
| * DOC   | Document Register Menu. Maintain the Document Register records, and print the Document Register report.                                |
| * MAINT | Service and Repair Menu. Maintain the Major End-Item service schedule and repair records, print the service, repair, and 2406 reports. |
| * PLL   | Prescribed Load List Menu. Maintain the PLL records and print the PLL reports.   |
| * PROP  | Property Menu. Maintain Hand Receipt records, print the Hand Receipt forms, reports, and the property roll-up reports.                 |

#### 6.1.3.2 Document Register

This menu provides access to the Document register table and reports.

## DOCUMENT REGISTER

- \* ADD - Add new documents.
- \* MOD - Modify existing documents.
- \* LOOK - Browse through existing documents.
- \* REP - Generate report.
- \* FORM - How to enter data on Document Register form.
- \* EXIT - Leave this menu.

HELP ADD MOD LOOK REP FORM EXIT:

- |        |  |
|--------|--|
| * ADD  | Add new documents. Allows the user to enter new document register records.   |
| * MOD  | Modify existing documents. Allows the user to modify existing document register records.   |
| * LOOK | Browse through existing documents. Allows the user to examine existing document register records.  |
| * REP  | Generate report. Generates the document register report and prints it on the user's printer.   |
| * FORM | How to enter data on Document Register form. Gives instructions on how to use the cursor control keys while entering data on the document register form. |

#### 6.1.3.3 Add New Documents

This function allows the user to enter new information into the Document Register table. The standard QBF functions are available. All the information on the following screen should be entered for each supply action.

DOCUMENT REGISTER INFORMATION

| \_\_\_\_\_ | (W68LOR, W68LOQ, W80YAA, W80YAB, W80YAC, W80YAD)  
| DODAAC: \_\_\_\_\_ |  
| \_\_\_\_\_ |

| \_\_\_\_\_ |  
| Docno: \_\_\_\_\_ | NSN: \_\_\_\_\_ Time: now \_\_\_\_\_  
| \_\_\_\_\_ |

Document Sent To: (e.g., LOR): \_\_\_\_\_ Class: \_\_\_\_\_  
Description of Item: \_\_\_\_\_ Priority (03,06,13): \_\_\_\_\_  
Request For: \_\_\_\_\_ Quantity Requested: \_\_\_\_\_  
Quantity Rec'd/Turn-in: \_\_\_\_\_ Quantity Due In: \_\_\_\_\_  
Follow-up Date: \_\_\_\_\_ Follow-up Status: \_\_\_\_\_  
Completion Status: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Remark: \_\_\_\_\_

APPEND #1 (control-Z to add, <MENU KEY> to return)



#### 6.1.3.4 Modify Existing Documents

This function allows the user to change or delete information in the Document Register table. The standard QBF functions are available. Typically, only follow-up and completion information is changed; however, corrections may be made to any field.

DOCUMENT REGISTER INFORMATION

| \_\_\_\_\_ |  
| DODAAC: \_\_\_\_\_ |  
| \_\_\_\_\_ |

(W68L0R, W68LQ, W80YAA, W80YAB, W80YAC, W80YAD)

| \_\_\_\_\_ |  
| Docno: \_\_\_\_\_ | NSN: \_\_\_\_\_ Time: \_\_\_\_\_  
| \_\_\_\_\_ |

Document Sent To: (e.g., LOR): \_\_\_\_\_ Class: \_\_\_\_\_  
Description of Item: \_\_\_\_\_ Priority (03,06,13): \_\_\_\_\_  
Request For: \_\_\_\_\_ Quantity Requested: \_\_\_\_\_  
Quantity Rec'd/Turn-in: \_\_\_\_\_ Quantity Delivered In: \_\_\_\_\_  
Follow-up Date: \_\_\_\_\_ Follow-up Status: \_\_\_\_\_  
Completion Status: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Remark: \_\_\_\_\_

APPEND #1 (control-2 to add, <MENU KEY> to return)

#### 6.1.3.5 Browse

This function allows the user to retrieve information from the Document Register table. The standard QBF functions are available. Typically, the user will want to search for a record based on the DODAAC and/or the Document Number.

# DOCUMENT REGISTER INFORMATION

(W68L0R, W68L0Q, W80YAA, W80YAB, W80YAC, W80YAD)  
 DODAAC:

Docno:  NSN:  Time:

Document Sent To: (e.g., LOR): <input type="text"/>	Class: <input type="text"/>
Description of Item: <input type="text"/>	Priority (03,06,13): <input type="text"/>
Request For: <input type="text"/>	Quantity Requested: <input type="text"/>
Quantity Rec'd/Turn-in: <input type="text"/>	Quantity Due In: <input type="text"/>
Follow-up Date: <input type="text"/>	Follow-up Status: <input type="text"/>
Completion Status: <input type="text"/>	Completion Date: <input type="text"/>
Remark: <input type="text"/>	

APPEND #1 (control-Z to add, <MENU KEY> to return)

#### 6.1.3.6 Generate Report

This function will ask the user for his (Department of Defense Activity Address Code) DODAAC, and will print a report containing all the information in the Document Register for Supply Actions pertaining to the specified DODAAC. The report is sorted by Document Number (date and serial number).

# DOCUMENT REGISTER REPORT

Enter DODACC: (W58L0R,W80YAA,W80YAB,W80YAC,W80YAD,W58L0Q)

Select: REPORT - to generate a new listing of the document register report.  
END - to go to the print menu and display or print the report.

Help Report end

Send LODOCREG Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 31th Field Artillery  
Fort Lewis, WA 98433DOCUMENT REGISTER FOR SUPPLY ACTIONS  
DDOAC: WABLER

DOCUMENT NUMBER Date - Serial	Doc Sent to	Stock Number	Description	Request For	PD Initials	QUANTITY		DATE Folldup due	Completed	Remarks
						Requested	Accd-turnin			
205 - 205	LOK	5965-01-072-4415	GUNASSY	HR-2/23	13	1	0	13-oct-1984		/18.04
206 - 206	LOK	4036-01-074-7881	GUY, PLATE	HR-2/23	13	1	0	13-oct-1984		/16.49
213 - 213	LOK	1080-00-100-1454	STAKE, ALUM.	HR-2/23	13	40	0	13-oct-1984		/145.8
216 - 216	LOK	5026-00-084-7149	ANT. AB-591	HR-2/23	13	4	0	13-oct-1984		/143.2
219 - 219	LOK	5026-00-906-1115	WATCHING UNIT	HR-2/23	13	1	0	13-oct-1984		/177.2
220 - 220	LOK	3985-00-012-5425	STEELING, REINFORCIN	HR-2/23	13	1	0	13-oct-1984		/144.1
221 - 221	LOK	5026-00-089-3883	ANT. AT-092	HR-2/23	13	5	0	13-oct-1984		/141.2
222 - 222	LOK	1080-00-107-8563	KIT-REPAIR	HR-2/23	13	3	0	13-oct-1984		/198.4
4104 - 0206	LOK	4135-01-043-1970	BATTERY	PLL	06	2	2	9-aug-1984		/12.21
4104 - 0207	LOK	5340-00-253-1910	HUMCAP, DUST	HQ-17	13	1	1	9-aug-1984		/16.40
4104 - 0220	LOK	2540-00-176-9725	WINTERKIT-HS41	ALL-HS41'S	13	14	0	2-aug-1984		4 CUL0 /22.31
4104 - 0221	LOK	5995-01-090-7077	VEN, CABLEASSY	FDC	13	1	0	5-sep-1984		/156
4104 - 0224	LOK	5340-00-350-7826	SPRING, HEL	HP	13	1	0	3-aug-1984		/16.00
4107 - 0203	LOK	5930-00-699-9430	SWITCH, IGR	PLL	13	1	0	15-aug-1984		914.12
4107 - 0204	LOK	4730-00-208-9930	ADAPTER	FDC	13	1	0	3-aug-1984		/16.11
4107 - 0210	LOK	3330-00-509-0120	GASKET, STRAINER	FDC	13	1	0	9-aug-1984		/16.21
4107 - 0211	LOK	4520-00-555-8537	RING, ADA	FDC	13	1	0	15-aug-1984		/19.27
4107 - 0214	LOK	5365-00-209-3071	VENTURIASSY	FDC	13	1	0	21-aug-1984		/16.64
4107 - 0215	LOK	5305-00-854-6689	SCREW	FDC	13	1	0	15-aug-1984		/16.74
4107 - 0220	LOK	4520-00-340-0090	CAP	FDC	13	1	0	3-aug-1984		/16.8
4107 - 0221	LOK	2590-00-679-3179	THROTTLE-ASSY	HQ-12	13	1	0	3-aug-1984		/13.96
4107 - 0226	LOK	4530-00-277-3247	BURNER	FDC	13	1	0	3-aug-1984		/16.7
4107 - 0229	LOK	2540-00-177-9181	BRACKET	HQ-37	13	1	0	3-aug-1984		80 4193/38
4107 - 0235	LOK	1080-00-543-4342	POLES	HP	13	21	0	3-aug-1984		80 4201/127
4191 - 0202	R20	2610-00-262-0477	TIRE	HQ-21	06	1	1	14-apr-1984		000 /80.5
4191 - 0210	LOK	4720-00-203-2640	HOSE-RUBBER	HQ-30	13	1	0	3-aug-1984		/16.78
4191 - 0211	LOK	2990-00-079-0610	CLAMP-ASSY	HQ-23	06	1	0	24-jul-1984		/2.56
4191 - 0212	LOK	2990-00-000-7144	HANGER-EXH-PIPE	HQ-23	06	1	0	27-jul-1984		/1.84
4191 - 0213	LOK	2990-00-000-7145	PIPE-EXH	HQ-23	06	1	0	24-jul-1984		/23.1
4191 - 0215	LOK	4420-00-115-9042	INDICATOR	PLL	13	1	0	27-jul-1984		/19.3
4191 - 0210	LOK	5364-00-735-2930	BOLT-U	HQ-23	06	1	0	27-jul-1984		/16.41
4191 - 0220	LOK	5340-01-041-0717	HANDLE	HQ-16	13	1	0	24-jul-1984		/11.1
4191 - 0221	LOK	2540-01-046-9403	SEAT-ASSY	HQ-16	13	2	0	6-jul-1984		/19.1
4191 - 0222	LOK	2540-01-040-8529	PTS-KIT-41MOSHIELD	N-POOL	13	4	0	27-jul-1984		/23.8
4191 - 0223	LOK	5995-01-090-7076	PRI-RADIOCABLE	FDC	13	2	0	24-jul-1984		/1600
4191 - 0224	LOK	5981-09-090-7074	INTERFACE-CABLEASSY	FDC	13	2	0	24-jul-1984		/1600
4191 - 0225	LOK	5995-01-090-2613	VEN-BATTERYCABLE	FDC	13	1	0	24-jul-1984		/1600
4191 - 0226	LOK	4680-00-933-3599	SPEEDOMETER	HQ-12	06	1	0	24-jul-1984		80 4199/301
4192 - 0201	LOK	2530-00-245-1170	WHEEL-CYLINDER	HQ-12	06	2	0	24-jul-1984		/124
4192 - 0202	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	1	0	27-jul-1984		/13.8
4192 - 0203	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	1	0	3-aug-1984		/15.4
4192 - 0204	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	1	0	3-aug-1984		21.1
4192 - 0205	LOK	5340-00-140-7112	STRAP-SAFETY	HQ-42	13	1	0	24-jul-1984		/15

#### 6.1.3.7 Filling In Forms

This function will generate the "Filling in Forms" screen. For more information, refer to the description of QBF in Section 3.5.1.



## FILLING IN FORMS

Once you have selected an operation to be performed on a form (ADD, MOD, LOOK), you will be presented with a fill-in-the-blank form. The keystrokes for moving around the form are:

TAB	Next field
CTRL-P	Previous field
Pf1	Move to menu at bottom of screen
DEL	Delete character in a field
left arrow	Move 1 character to left within field (no deletions)
right arrow	Move 1 character to right within field (no deletions)
CTRL-A	Fill in field with previous value

When adding new entries (ADD option) or updating existing entries (MOD option) old or wrong field entries can be typed over. The RETURN key will clear out fields.

End:

#### 6.1.3.8 Service and Repair

This menu provides access to the Service and Repair tables and reports.

## SERVICE AND REPAIR

UPDATE:       \* SER - Service Schedule Update  
              \* REP - Repair History Update

REPORTS:      \* SDU - Service Due  
              \* RHI - Repair History  
              \* BAC - Backside of 2406  
              \* FRO - Frontside of 2406

\* EXIT - Leave this menu

HELP SER REP SDU RHI BAC FROM EXIT

* SER	Service Schedule Update. Update the Service Schedule table.
* REP	Repair History Update. Update the Repair History table.
* SDU	Service Due. Print the Service Due report.
* RHI	Repair History. Print the Repair History report.
* BAC	Backside of 2406. Print the DA Form 2406 report (backside).
* FRO	Frontside of 2406. Print the DA Form 2406 report (frontside).

#### 6.1.3.9 Service Schedule Update

This option allows the user to modify existing service records and enter new ones. The user will first be asked for the Unit Identification code (UIC) and bumper/rack number of the item in question. When those have been entered, the computer searches for the item, and if it is found, displays the header information (refer to screen).

All existing records are displayed in the Browse and Update portion of the screen.

Then the cursor is positioned to the Actual Date Field of the oldest existing record. Now the user can modify the Actual date, actual mileage or hours, and the remarks fields, or use the control J and control K keys to move the cursor to older or more current records. When all modifications have been made, the user may position the cursor to the area for new records by using the TAB key, and enter any new records. The Type of service, date due, miles or hours due, and mile or hours code must be entered. The remaining fields may be left blank. Typically, the user will update the "actuals" fields of the oldest record to indicate that service has been performed on the item, and then enter a new record to show when the next scheduled service is due. When all modifications and new entries have been made, the user must press the MENU key, and the computer will ask for a new bumper/rack number. If none is entered, the computer will return to the Service and Repair menu.

| Enter Unit Identification Code: |

| Enter Bumper or Rack Number: |

# SERVICE SCHEDULE

UIC:                      Bumper/Rack:                      NSN:                      Serial:  
 Line:                      Model:                      Description:

	s	due date	m/h due	m/h	actual date	act'l m/h	remark
BROWSE & UPDATE							
APPEND							

#### 6.1.3.10 Repair History Update

This option is virtually identical to the Service table update. When the user enters a UIC and a bumper/rack number, the same header information is displayed. All existing records for the item are displayed in the Browse and Update portion of the screen.

Control J and Control K may be used to modify the Job number, Requisition number and remarks of old records. When the TAB key is pressed new records may be entered. The occurrence date, action, and status must be entered, the remaining fields may be left blank. When the user presses the MENU key, the computer will ask for another bumper/rack number as in the Service option.

#### VALID ACTION CODES ARE:

- 1) O-admitted to the Organization (battery) maintenance shop
- 2) S-waiting for spare parts to be supplied
- 3) X-sent to the support maintenance shop
- 4) R-released to active service

#### VALID STATUS CODES ARE:

- 1) O-operational
- 2) N-not operational
- 3) L-limited operation

| Enter Unit Identification Code: |

| Enter Bumper or Rack Number: |



# REPAIR HISTORY

UIC:                      Bumper/Rack:                      NSN:                      Serial:  
 Line:                      Model:                      Description:

## BROWSE & UPDATE:

occur date	als	job #	req #	remark

## APPEND:

occur date	als	job #	req #	remark

#### 6.1.3.11 Service Due Report

This report will ask for:

- a) UIC
- b) Beginning date
- c) Ending date

and will print the Service Schedule report sorted by bumper number. Only those services scheduled between the requested dates (inclusive) will appear.

SERVICE DUE REPORT

| \_\_\_\_\_ |  
| UIC: \_\_\_\_\_ | (DGLAO, DGLBO, DGLCO, DGLSO, DGLTO)  
| \_\_\_\_\_ |

| \_\_\_\_\_ |  
| From Date: \_\_\_\_\_ | (Examples: TODAY, 01-JAN-1984)  
| \_\_\_\_\_ |

| \_\_\_\_\_ |  
| To Date: \_\_\_\_\_ |

Select: REPORT to create a new version of the Service Due report.  
END to go to the Print Menu for displaying the report.

Help Report End

Send LOSERVREP Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

11:32:12

## LOGISTICS SERVICE SCHEDULE REPORT FOR DGLAO FROM 1-OCT-84 TO 1-NOV-84

Bumper	NSN	Description	Model	Serial#	Due Date	Maint	Miles/Hours	M/H	Remarks
A-15	232000508905	TRUCK CARGO: DROP SIDE 5 TO		C329-10306	17-oct-1984	A	10579	M	
A-25	232000508905	TRUCK CARGO: DROP SIDE 5 TO		C329-10429	25-oct-1984	A	10599	M	
A-E20	6115008891446	GEN ST GAS ENG: 1.5MW 60HZ	MEP 015A	0A69015069	20-oct-1984	Q	1448	H	
A-E21	6115008891446	GEN ST GAS ENG: 1.5MW 60HZ	MEP 015A	6A-67-5972	17-oct-1984	Q	1145	H	
A-E31	6115000178238	GEN ST	MEP021A	CB71-0388	27-oct-1984	Q	631	H	
A-H12	1025010266648	HQJITZER MEDIUM TOWED: 155	M198	342	18-oct-1984	Q	111111112	H	
A-H13	1025010266648	HQJITZER MEDIUM TOWED: 155	M198	328	1-nov-1984	Q	111111112	H	
A-H16	1025010266648	HQJITZER MEDIUM TOWED: 155	M198	343	27-oct-1984	Q	1	H	

#### 6.1.3.12 Repair History Report

This function produces the Repair History report sorted by bumper/rack number and repair occurrence date. All records in the Logistics Repair History Report are printed.

## LOGISTICS REPAIR HISTORY REPORT

Repair	UIC	MSN	Description	Model	Serial#	Date	Action	Status	Job#	Doc Regd	Remarks
A-16	DGLA0	232000050895	TRUCK CARGO; DROP		C329-10287	16-AUG-1984	O	N			WIRE ROPE
A-16	DGLA0	232000050895	TRUCK CARGO; DROP		C329-10287	16-AUG-1984	S	N		42430200	NIPPLE 921-3413
A-16	DGLA0	232000050895	TRUCK CARGO; DROP		C329-10287	16-AUG-1984	S	N		42440204	CLEVIS 262-3154
New mail from AMTCZAK											
A-16	DGLA0	232000050895	TRUCK CARGO; DROP		C329-10287	16-AUG-1984	S	N		42450205	WIRE ROPE 941-0400
B-23	DGLB0	2320000771616	TRUCK CARGO; 2 1/2	M35A2	C004A0071	20-AUG-1984	O	N			TRUNION AXLE UNSER
B-23	DGLB0	2320000771616	TRUCK CARGO; 2 1/2	M35A2	C004A0071	20-AUG-1984	X	N	VE-142		TRUNION AXLE UNSER
C-12	DGLC0	232000050895	TRUCK CARGO 5 TON	M54A2	C329-10437	29-AUG-1984	O	N			WINCH SHAFT 134-4644
C-12	DGLC0	232000050895	TRUCK CARGO 5 TON	M54A2	C329-10437	29-AUG-1984	S	N		42420201	WINCH SHAFT 134-4644
C-15	DGLC0	232000050895	TRUCK CARGO 5 TON	M54A2	C329-10417	29-AUG-1984	O	N			WINCH SHAFT 134-4644
C-15	DGLC0	232000050895	TRUCK CARGO 5 TON	M54A2	C329-10417	29-AUG-1984	S	N		42420201	WINCH SHAFT 134-4644
H-15	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	3936C	27-AUG-1984	O	N			HOLE IN TRACTOR HULL
H-15	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	3936C	27-AUG-1984	X	N	VE-052		HOLE IN TRACTOR HULL
H-18	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	6670C	09-AUG-1984	O	N			TRANS LINKAGE BRON
H-18	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	6670C	09-AUG-1984	X	N	VO-774		TRANS LINKAGE BRON
H-02	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	5021C71	31-AUG-1984	O	N			U-JOINT
H-02	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	5021C71	31-AUG-1984	S	N		42440210	U-JOINT 701-7806
H-03	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	2972C	14-SEP-1984	O	N			SSB INOPERATIVE
H-03	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	2972C	14-SEP-1984	X	N	GE-536		SSB INOPERATIVE
H-03	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	2972C	03-OCT-1984	R	O	GE-536		SSB INOPERATIVE
H-03	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	2972C	04-OCT-1984	O	N			PIPE EXHAUST
H-04	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	2972C	04-OCT-1984	S	N		42640221	PIPE EXHAUST 000-7145
H-04	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	1621C	10-JUL-1984	O	N			TELE RUNS OPEN
H-04	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	1621C	10-JUL-1984	X	N	GO-192		TELE RUNS OPEN
H-04	DGLT0	2320000735407	TRK CGO 1-1/4T M56	M561	1621C	19-AUG-1984	X	N	XU-127		AMPLIFIER INOP GRC-106
H-0	DGLT0	2320000726073	TRUCK CARGO; 2 1/2	M35A2	10225	22-AUG-1984	O	N			U-JOINT
H-0	DGLT0	2320000726073	TRUCK CARGO; 2 1/2	M35A2	10225	22-AUG-1984	S	N		42350200	U-JOINT 615-1734
H-9	DGLT0	2320000726073	TRUCK CARGO; 2 1/2	M35A2	10225	22-AUG-1984	S	N		42490203	KIT FRI AXLE 941-6166
H-E3	DGLT0	6115000091446	GEN ST GAS ENG; 1.	MEP 01SA	500416	25-JUL-1984	O	N			GASKET
H-E3	DGLT0	6115000091446	GEN ST GAS ENG; 1.	MEP 01SA	500416	25-JUL-1984	S	N		42570227	Strap jumper 700-0431
H-E3	DGLT0	6115000091446	GEN ST GAS ENG; 1.	MEP 01SA	500416	25-JUL-1984	S	N		42570228	GASKET 797-3513
H-E3	DGLT0	6115000091446	GEN ST GAS ENG; 1.	MEP 01SA	500416	25-JUL-1984	S	N		42570229	CABLE ASSY 792-9777
S-11	DGLS0	2320000508913	TRUCK CARGO; DROP	M013A1	C13611403	30-AUG-1984	O	N			PUMP UNIT UNSER
S-11	DGLS0	2320000508913	TRUCK CARGO; DROP	M013A1	C13611403	30-AUG-1984	X	N	EI-139		PUMP UNIT UNSER
S-11	DGLS0	2320000508913	TRUCK CARGO; DROP	M013A1	C13611403	13-SEP-1984	O	N			PUMP UNIT UNSER(CODED 'F')
S-22	DGLS0	2320000771617	TRK CGO 2 1/2T W/M	M35A2	053914179	10-JUN-1984	O	N			PROP SHAFT
S-22	DGLS0	2320000771617	TRK CGO 2 1/2T W/M	M35A2	053914179	18-JUN-1984	S	N		41700202	PROP SHAFT 924-1529
S-40	DGLS0	2320001779750	TRUCK UTILITY; 1/4	M151A2	42914	27-AUG-1984	O	N		42400200	GASKET 999-9999
S-40	DGLS0	2320001779750	TRUCK UTILITY; 1/4	M151A2	42914	27-AUG-1984	X	N	AD-0009		CYLINDER HEAD
S-40	DHL50	2320001779750	TRUCK UTILITY; 1/4	M151A2	42914	27-AUG-1984	R	O		42400200	GASKET 999-9999
S-40	DHL50	2320001779750	TRUCK UTILITY; 1/4	M151A2	42914	27-AUG-1984	O	N			STEERING COLUMN MOUNT

## LOGISTICS REPAIR HISTORY REPORT

Select: REPORT to create a new version of the Repair History report.  
END to go to the Print Menu for display of the report.

Help Report End

Send LOREPREP Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

#### 6.1.3.13 2406 Repair Report (Back side)

This function prints the back side of the 2406 Repair Report. The report is sorted by 2406 Sequence number and Serial number for any item with a 2406 sequence number, and whose last known repair action is not "R" (released).



DAILY REPAIR REPORT - (BACK SIDE 2406)

- \* HELP - Displays a screen that makes you sa\_ "HELP".
- \* REPORT - Generates a new report.
- \* END - Prints the last report that was generated.

Help Report End:

Send back\_2406

Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984  
84297

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

11:42:31

2406 REPAIR REPORT - NONAVAILABLE STATUS (Itemized)

Seq #	Model	Serial #	Bumper	Non-Avail Reason	Status Code	Date Non-Avail	Date Admitted to Shop	Organiz Maint-S	Job # or Req #	Remarks or Part number	Nilno
04	MEP 015A	508416	H-E3	C	N	84287	84287		42570227	GASKET	
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570228	Strap jumper	007880431
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570229	GASKET	007973573
04	MEP 015A	508416	H-E3	B	N	84287	84287		42570229	CABLE ASSY	007929777
08	M5442	C329-10417	C-15	C	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10417	C-15	B	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10437	C-12	C	N	84242	84242		42420201	WINCH SHAFT	134-4644
08	M5442	C329-10437	C-12	B	N	84242	84242		42420201	WINCH SHAFT	134-4644
13	M561	1621C	H-64	C	N	84192	84192			TELE RUNS OPEN	
13	M561	1621C	H-64	D	N		84192	60-192		TELE RUNS OPEN	
13	M561	1621C	H-64	D	N		84232	XM-127		AMPLIFIER INOP	GRC-106
13	M561	2972C	H-63	C	N	84278	84278		42440221	PIPE EXHAUST	
13	M561	2972C	H-63	B	N	84278	84278		42440221	PIPE EXHAUST	000897145
17	M3562	053914179	S-22	C	N	84170	84170		41700202	PROP SHAFT	
17	M3562	053914179	S-22	B	N	84170	84170		41700202	PROP SHAFT	924-1529
17b	M561	3936C	H-15	C	N	84240	84240			HOLE IN TRACTOR HULL	
17b	M561	3936C	H-15	D	N		84240	VE-052		HOLE IN TRACTOR HULL	
17b	M561	5021C71	H-62	C	N	84244	84244		42440218	U-JOINT	007017806
17b	M561	5021C71	H-62	B	N	84244	84244		42440218	U-JOINT	781-7806
17b	M561	6670C	H-18	C	N	84222	84222			TRANS LINKAGE BRN	
17b	M561	6670C	H-18	D	N		84222			TRANS LINKAGE BRN	
18	M3562	18225	H-8	C	N	84235	84235			U-JOINT	
18	M3562	18225	H-8	B	N	84235	84235		42350200	U-JOINT	615-1736
18	M3562	18225	H-8	B	N	84235	84235		42490203	KIT FRI AXLE	941-6166
18	M3562	C004408071	B-23	C	N	84241	84241			TRUNION AXLE UNSER	
18	M3562	C004408071	B-23	D	N		84241			TRUNION AXLE UNSER	
0	M813A1	C13611403	S-11	C	N	84243	84243			PUMP UNIT UNSER	
0	M813A1	C13611403	S-11	D	N		84243			PUMP UNIT UNSER	
0	M813A1	C13611403	S-11	C	N	84257	84257			PUMP UNIT UNSER(CODED 'F')	
0	M813A1	C329-10267	A-16	C	N	84229	84229			WIRE ROPE	
0	M813A1	C329-10287	A-16	B	N	84229	84229		42430208	NIPPLE	921-3613
0	M813A1	C329-10287	A-16	B	N	84229	84229		42440204	CLEVIS	262-3154
0	M813A1	C329-10287	A-16	B	N	84229	84229		42450205	WIRE ROPE	941-8668

#### 6.1.3.14 Materiel Condition Status Report (Front Side of 2406)

This function prints the Materiel Condition Status Report. The report is tallied and sorted by 2406 Sequence number and Serial number for each item that has a 2406 sequence number.

MATERIEL CONDITION STATUS REPORT  
(Front Side 2406)

- \* REPORT - Generates a new report
- \* END - Prints the last report generated

Send LO2406F Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

41:50

MATERIEL CONDITION STATUS FROM: 01-OCT-84 TO: 01-NOV-84

Seq Item	Description	Model	ECC	Lin	Auth Qty	On Hand Qty	Possible Days	Available Days	Nonavailable Days--- OS	ON	SS	SM	Req Qty	Req Days	ES	ER
01	ANALYZER SET ENGINE; PORTABLE SOLID STATE	STE-1CEM	KC	A56243	6	1	32	32	0	0	0	0	0	0	0	0
02	COMPUTER GROUP GUN DIRECTION; DL-200	GYK-29(V)	JY	C40499	3	1	32	32	0	0	0	0	3	96	100	33
04	GEN ST GAS ENG; 1.5MW 40HZ 1PH 2 WIRE AC 120V SHOCK	MEP 015A	08	J43918	16	14	440	417	31	0	0	0	0	0	0	0
05	GEN ST GAS ENG; 1.5MW DC 28V SHOCK TACTICAL UTILITY	MEP 025A	08	J44055	34	18	576	576	0	0	0	0	0	0	0	0
06	GEN ST	MEP021A	08	J45836	4	4	128	128	0	0	0	0	0	0	0	0
07	GEN ST GAS ENG; 3MW DC 28V SKD-SHW TOLR FRAME MTD TA	MEP 024A	08	J46110	2	4	128	128	0	0	0	0	0	0	0	0
08	TRUCK CARGO 5 TON LONG WHEELBASE W/M	M5442	HI	X40968	0	28	896	834	62	0	0	0	28	896	93	93
12	RAD10 SET	AN/PRC-77	JR	Q38299	4	54	1720	1720	0	0	0	0	54	1720	100	100
13	TRK CGO 1-1/4T M561	M561	HF	X39940	0	2	64	31	0	0	32	1	2	64	48	48
15	TRK AMB 1-1/4T	M792	HF	X38961	0	1	32	32	0	0	0	0	1	32	100	100
16	TRK CGO 1-1/4T	M884	HF	X39453	0	1	32	32	0	0	0	0	1	32	100	100
17	TRK CGO 2 1/2T W/M	M35A2	HG	X40146	0	16	512	388	62	0	0	0	16	512	75	75
17	TRK CGO 2 1/2T W/M	M561	HG	X40146	0	1	32	1	31	0	0	0	1	32	3	3
17b	TRK CGO 1-1/4T M561	M561	HF	X39940	0	15	480	387	31	0	42	0	0	0	0	0
18	TRUCK CARGO; DROP SIDE 5 TON 4X6 W/E	M813A1	HI	X40794	49	49	1568	1475	31	31	0	0	49	1568	94	94
18	TRUCK CARGO; DROP SIDE 5 TON 4X6 W/E	M35A2C	HI	X40794	49	38	1216	1123	31	31	0	0	49	1568	92	71
18a	TRK CGO D/S M35A2C	M35A2C	HG	X40077	0	10	320	320	0	0	0	0	0	0	0	0
18b	TRK CGO D/S M35A2C	M35A2C	HG	X40077	0	1	32	32	0	0	0	0	0	0	0	0
19	TRK CGO 2 1/2T W/M	M35A2	HG	X40146	0	10	320	320	0	0	0	0	10	320	100	100
20	TRUCK CARGO; 2 1/2T M35A2	M35A2	HG	X40009	0	2	64	64	0	0	0	0	2	64	100	100
20a	TRUCK CARGO; 2 1/2T M35A2	M35A2	HG	X40009	0	2	64	64	0	0	0	0	0	0	0	0
21	TRUCK CARGO 5 TON LONG WHEELBASE W/M	M5442	HI	X40968	0	9	288	257	31	0	0	0	9	288	89	89
21b	TRUCK CARGO 5 TON LONG WHEELBASE W/M	M5442	HI	X40968	0	1	32	32	0	0	0	0	0	0	0	0
21c	TRUCK CARGO 5 TON LONG WHEELBASE W/M	M5442	HI	X40968	0	0	256	225	31	0	0	0	0	0	0	0
22	TRUCK UTILITY; 1/4 TON	M151A2	H8	X40833	0	37	1104	1104	0	0	0	0	37	1104	100	100
—	Totals for ERC A				187	249	7968	7501	248	62	63	1	249	7968	94	94

#### 6.1.3.15 Parts

This menu provides access to the Prescribed Load List (PLL-Parts) tables and reports.

## PARTS

- \* ADD - Add new parts
- \* MOD - Modify or delete parts
- \* LOOK - Browse through the parts list
- \* BAT - Generate PLL report for a Battery
- \* BN - Generate PLL report for the Battalion
- \* DESC - Update PLL Parts Description
- \* FORM - How to enter data on the PLL form
- \* EXIT - Leave this menu

HELP ADD MOD LOOK BAT BN DESC FROM EXIT:

- |        |  |
|--------|--|
| * ADD  | Add new parts. Add records to the Parts table.                     |
| * MOD  | Modify or delete parts. Modify records in the Parts table.         |
| * LOOK | Browse through the parts list. Look at records in the Parts table. |
| * BAT  | Generate PLL report for a Battery.                                 |
| * BN   | Generate PLL report for the Battalion.                             |
| * DESC | Update PLL Parts Description.                                      |
| * FORM | How to enter data on the PLL form.                                 |

#### 6.1.3.16 Add New Parts

This function allows the user to add information to the PLL table. The standard QBF functions are available. All fields on the following screen should be entered for each PLL item that is stocked by each battery.



ADD NEW PARTS

PRESCRIBED LOAD LIST

\_\_\_\_\_  
| UIC: \_\_\_\_\_ |  
| \_\_\_\_\_ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

\_\_\_\_\_  
| NSN: \_\_\_\_\_ |  
| \_\_\_\_\_ |

Authorized Quantity: \_\_\_\_\_

Date Established: \_\_\_\_\_

On-hand Quantity: \_\_\_\_\_

APPEND #1 (control-Z to add, <MENU KEY> to return)

#### 6.1.3.17 Modify or Delete Parts

This function allows the user to add, change and delete information in the PLL table. The standard QBF functions are available.

MODIFY OR DELETE PARTS

PRESCRIBED LOAD LIST

\_\_\_\_\_  
| UIC: \_\_\_\_\_ |  
| \_\_\_\_\_ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

\_\_\_\_\_  
| NSN: \_\_\_\_\_ |  
| \_\_\_\_\_ |

Authorized Quantity: \_\_\_\_\_

Date Established: \_\_\_\_\_

On-hand Quantity: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.18 Browse Through Parts List

This function allows the user to retrieve information from the PLL table. The standard QBF functions are available.

BROWSE THROUGH PARTS LIST

PRESCRIBED LOAD LIST

\_\_\_\_\_  
| \_\_\_\_\_ |  
| UIC: \_\_\_\_\_ |  
| \_\_\_\_\_ |

(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)

\_\_\_\_\_  
| \_\_\_\_\_ |  
| NSN: \_\_\_\_\_ |  
| \_\_\_\_\_ |

Authorized Quantity: \_\_\_\_\_

Date Established: \_\_\_\_\_

On-hand Quantity: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.19 Prescribed Load List for Battery (Battery PLL Report)

This function asks the user to enter a UIC (battery code) and prints the status of all PLL items for the requested battery. The report is sorted by UIC and NSN. The quantity due, document number, and priority are automatically retrieved from the Document Register table where supply actions exist.

PLL BATTERY REPORT

| Enter UIC: | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0 \*)

Select: REPORT to create a new version of the PLL report  
END to go to the Print Menu for display of the report

Help Report End:

Send LOPLLREP Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

11:54:55

## PRESCRIBED LOAD LIST FOR BATTERY: A

NSN	Description	Auth	Date Establ	Onhand	Due-in	Document No	Priority
025010385408	PIN FIRING M198	2		2	1	W80YAA42868202	13
025010489384	CARRIER MA98	2		2	0		
2530000402188	UNIT ASSY	2		2	0		
25300006930679	BRAKE SHOE 2-1/2T	2		0	2	W80YAA42750214	06
5300006930680	BRAKE SHOE 2-1/2T	2		2	1	W80YAA42868206	13
5300007376689	CYLINDER M831	2		2	0		
2530007410883	BOOT STEER 2-1/2T	2		2	0		
5300007411070	CYLINDER 2 1/2TON	2		1	1	W80YAA42640206	13
5300007539267	CYLINDER 2-1/2T	2		0	2	W80YAA41640212	06
2530010464689	PARTS KIT M198	2		2	0		
7540000500010	ARM WINDS	2		2	0		
540002559212	BLADE W/W 2-1/2T	2		2	0		
2540003914322	MOTOR WIPER M813A1	2		2	0		
25400008400022	MIRROR 2 1/2T	2		2	0		
590003078856	SWITCH 2-1/2T	2		2	0		
610000519450	INNER TUBE STON	2		2	1	W80YAA42480251	06
2610002620453	TIRE M813	2		1	1	W80YAA42650205	13
2610002620677	TIRE 2-1/2T	2		0	2	W80YAA42480217	06
610002697332	INNER TUBE 1/4T	2		2	0		
2610002697383	INNER TUBE 2 1/2TON	2		1	1	W80YAA42010200	06
2610002697383	INNER TUBE 2 1/2TON	2		1	1	W80YAA42410203	13
610006781363	TIRE 1/4T	2		2	0		
2910002550724	MODIFI CARB 1/4T	2		2	0		
2910005753498	PUMP FUEL	2		2	0		
910009174735	PARTS KIT MEP025A	2		2	0		
910011445262	FUEL PUMP	2		2	0		
2920002254841	PARTS KIT 1.5KW	2		1	1	W80YAA42850204	13
2920003043493	STARTER M813A1	2		1	1	W80YAA42750208	13
920000107002	SPARK PLUG	4		4	0		
2920009092483	GENERATOR 1/4T	2		2	0		
2940002254842	FILTER 1.5KW	2		1	1	W80YAA42900203	13
9400008762212	FILTER	2		2	0		
3030007911357	BELTS M813A1	2		2	0		
3030008340507	BELT M813A1	2		2	0		
3110001588355	BEARING M198	2		0	2	W80YAA32730200	06
110001588355	BEARING M198	2		0	12	W80YAA32730201	06
3110010284060	BEARING M198	2		0	2	W80YAA32730202	06
7330011454566	SEAL M198	2		2	0		
9930006929258	SWITCH M813	2		2	0		
5930000889865	SWITCH M813A1	2		2	0		
6135001201020	BATTERY BA-30	18		0	1	W80YAA41640204	13
6135001201020	BATTERY BA-30	18		0	1	W80YAA42120201	13
6135001201020	BATTERY BA-30	18		0	18	W80YAA42760200	06
6135001201020	BATTERY BA-30	18		0	36	W80YAA42850201	06
6135010363495	BATTERY BCS	6		6	0		
6140000572553	BATTERY 1/4T	2		2	0		



#### 6.1.3.20 Battalion PLL Rollup Report

This function prints the Battalion PLL Rollup Report. The report is similar to the battery PLL report, but lists all records in the PLL table regardless of battery.

BATTALION PLL ROLLUP REPORT

Select REPORT to generate a new report

Select END to go to print menu

Help Report End:

Send LOBNPLLREP Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

14:46:08

## PRESCRIBED LOAD LIST - BATTALION ROLLUP

NSN	Description	Auth	Date Establ	Onhand	Due-in
1005000542251	GUARD HAND	2		2	0
1015010120271	PAO M198	4	29-may-1984	2	2
1025010305408	PIN FIRING M198	4	22-aug-1980	5	1
1025010409304	CARRIER MA98	6	22-aug-1980	2	2
1025011304123	POWER SUPPLY BCS	2		1	0
1025011304208	CIRCUIT CRD BCS	2		0	0
1025011304209	CIRCUIT CRD BCS	2		2	0
1025011304211	CIRCUIT CRD BCS	2		2	0
1025011304212	CIRCUIT CRD BCS	2		2	0
1025011304213	CIRCUIT CRD BCS	2		2	0
1025011304214	CIRCUIT CRD BCS	2		1	0
1025011304215	CIRCUIT CRD BCS	2		2	0
1025011304216	CIRCUIT CRD BCS	2		1	0
1025011304217	CIRCUIT CRD BCS	2		2	0
2510007697487	FASTNER 1/4T	2		2	0
2520000061953	PARTS KIT M561	2		0	6
2520001763331	PARTS KIT 1/4T	8	1-aug-1992	6	7
2520001763333	YOKE UNIVER 1/4T	2		2	1
2520001763334	UNIVERSAL 1/4T	2		2	1
2520006783115	PARTS KIT 1/4T	4		2	0
2520006783123	DIFF 1/4T	2		2	0
2520006830598	HORN 1/4T	2		2	1
2520007817886	PARTS KIT M561	2		0	4
2520007817886	PARTS KIT M561	2		0	4
2520010540803	PARTS KIT 1/4T	2		0	2
2530000402188	UNIT ASSY	6		6	1
2530000861942	PARTS KIT STEERING	2		2	0
2530001763337	SPINDLE 1/4T	2		2	0
2530001768942	TIE ROD 1/4T	2		0	2
2530002451170	CYLINDER M561	4		2	4
2530002451170	CYLINDER, WHEEL	4		2	4
2530002744511	CYLINDER 2-1/2T	6	10-aug-1920	5	0
2530006781284	BRAKE 1/4T	2		2	0
2530006930679	BRAKE SHOE 2-1/2T	10	14-oct-1983	6	2
2530006930680	BRAKE SHOE 2-1/2T	8	14-oct-1983	0	2
2530007373238	LEVER 2-1/2T	2		2	0
2530007376689	CYLINDER M831	8	30-jan-1984	0	0
2530007389061	RING SIDE	2	30-jan-1984	2	2
2530007410883	BOOT STEER 2-1/2T	8	14-jul-1984	0	0
2530007411070	CYLINDER 2 1/2TON	2		1	1
2530007521767	BRAKE SHOE 2 1/2T	4		2	0
2530007539267	CYLINDER 2-1/2T	6		0	10
2530008871341	PARTS KIT 1/4T	9		9	1
2530009019685	CORE FLEX	2		2	0
2530009747568	CYLINDER	4	14-jul-1984	2	0

#### 6.1.3.21 Update PLL Parts Description

This function allows the user to add, change and delete information in the PLL description table. The standard QBF functions are available. It is the user's responsibility to make sure this table contains the NSN and description of every PLL item used by the battalion.

PREScribed LOAD LIST DESCRIPTION

NSN:	DESCRIPTION OF ITEM:
------	----------------------

HELP UPDATE RETRIEVE APPEND EXIT:

#### 6.1.3.22 Filling In Forms

##### FILLING IN FORMS

Once you have selected an operation to be performed on a form (ADD, MOD, LOOK), you will be presented with a fill-in-the-blank type form. Following are the keystrokes for moving around the form:

TAB	Next field
CTRL-P	Previous field
PF1	Move to menu at bottom of screen
DEL	Delete character in a field
Left Arrow	Move 1 character to left within field (no deletions)
Right Arrow	Move 1 character to right within field (no deletions)
CTRL-A	Fill in field with previous value

When adding new entries (ADD option) or updating existing entries (MOD option), old or wrong field entries can be typed over. The RETURN key will clear out fields.

End:

#### 6.1.3.23 Property

This menu provides access to the property tables and reports.

## PROPERTY

- \* HAND - Hand Receipts menu
- \* ROLL - Rollup menu
- \* LINE - Line Number Information
- \* NSN - National Stock Number Information
- \* EXIT - Exit Application

HELP HAND ROLL LINE NSN EXIT:

- |        |   |
|--------|---|
| * HAND | Hand Receipts menu. Access to Hand receipt items, components, and holder information. Also, the Hand receipt forms and reports. |
| * ROLL | Rollup menu. Access to the Property status, Battery and Battalion property rollup reports.                                      |
| * LINE | Line Number Information. Modify information by Line Item Number.  |
| * NSN  | National Stock Number Information. Modify information by NSN.   |



#### 6.1.3.24 Hand Receipts Menu

This menu provides access to the Hand Receipt tables and reports.

## HAND RECEIPTS

- \* ADD - Add Hand Receipt Information
- \* LOOK - Look at Hand Receipt Information
- \* MOD - Modify Hand Receipt Information
- \* COMP - Component Information
- \* HOLD - Holder Identification
- \* HRPA - Print Hand Receipts (parent items)
- \* HRCO - Print Hand Receipts (components)
- \* REP - Print Hand Receipt Report
- \* EXIT - Leave this menu

HELP ADD LOOK MOD HOLD COMP HRPA HRCO REP EXIT:

- |        |  |
|--------|--|
| * ADD  | Add Hand Receipt Information. Add records to the Hand Receipt table.         |
| * LOOK | Look at Hand Receipt Information. Look at records in the Hand Receipt table. |
| * MOD  | Modify Hand Receipt Information. Modify records in the Hand Receipt table.   |
| * COMP | Component Information. Modify records in the Hand Receipt Components table.  |
| * HOLD | Holder Identification. Modify records in the Hand Receipt Holders table.     |

★ HRP

Print Hand Receipt Forms (parent items).

★ HRC

Print Hand Receipt Forms (component items).

★ REP

Print Hand Receipt Report.

#### 6.1.3.24.1 .Add Hand Receipt Information

This function allows the user to add information to the Hand Receipt table. The standard QBF functions are available. All the fields on the following screen should be filled in for every item of property within the entire battalion.

HAND RECEIPT INFORMATION

| UIC:\_\_\_\_\_ | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit:\_\_\_\_\_ |  
| \_\_\_\_\_ |

| Receipt#:\_\_\_\_\_ |  
| \_\_\_\_\_ |

Line number:\_\_\_\_\_ Reportable Line:\_\_\_\_\_ NSN:\_\_\_\_\_

Serial#:\_\_\_\_\_ Bumper/Rack:\_\_\_\_\_ USA code:\_\_\_\_\_

Quantity Authorized:\_\_\_\_\_ Quantity On Hand:\_\_\_\_\_ Sub-Hand Receipt#:\_\_\_\_\_

Is this a Component (Y/N):\_\_\_\_\_ Seq#:\_\_\_\_\_

APPEND #1 (control-Z to add, <MENU KEY> to return)

#### 6.1.3.24.2 Look at Hand Receipt Information

This function allows the user to retrieve information from the Hand Receipt table. Typically, the user will want to examine records by NSN and serial number.

HAND RECEIPT INFORMATION

UIC:\_\_\_\_\_ (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit:\_\_\_\_\_  
\_\_\_\_\_

Receipt#:\_\_\_\_\_  
\_\_\_\_\_

Line number:\_\_\_\_\_ Reportable Line:\_\_\_\_\_ NSN:\_\_\_\_\_  
Serial#:\_\_\_\_\_ Bumper/Rack:\_\_\_\_\_ USA code:\_\_\_\_\_  
Quantity Authorized:\_\_\_\_\_ Quantity On Hand:\_\_\_\_\_ Sub-Hand Receipt#:\_\_\_\_\_  
Is this a Component (Y/N):\_\_\_\_\_ Seq#:\_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.24.3 Modify Hand Receipt Information

This function allows the user to change or delete any of the information in the Hand Receipt table.



MODIFY HAND RECEIPT INFORMATION

| \_\_\_\_\_ |  
| UIC: \_\_\_\_\_ | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0) Unit: \_\_\_\_\_  
| \_\_\_\_\_ |

| \_\_\_\_\_ |  
| Receipt#: \_\_\_\_\_ |  
| \_\_\_\_\_ |

Line number: \_\_\_\_\_ Reportable Line: \_\_\_\_\_ NSN: \_\_\_\_\_

Nomenclature: \_\_\_\_\_

Serial#: \_\_\_\_\_ Bumper/Rack: \_\_\_\_\_ USA code: \_\_\_\_\_

Quantity Authorized: \_\_\_\_\_ Quantity On Hand: \_\_\_\_\_ Sub-Band Receipt#: \_\_\_\_\_

Component (Y/N): \_\_\_\_\_ Seq#: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.24.4 Modify Component Information

This function allows the user to add, change and delete information in the Hand Receipt components table. The standard QBF functions are available. It is the user's responsibility to be sure that this table contains one record that corresponds to each record in the Hand Receipt table flagged as a component.

COMPONENTS DEFINITION

\_\_\_\_\_  
| PARENT NSN: \_\_\_\_\_ | | COMPONENT NSN: \_\_\_\_\_ |  
\_\_\_\_\_

Description: \_\_\_\_\_

Authorized Quantity: \_\_\_\_\_

Unit of Issue: \_\_\_\_\_

Type: \_\_\_\_\_

Model: \_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.24.5 Modify Hand Receipt Holders

This function allows the user to add, change and delete information in the Hand Receipt Holder table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for each Hand Receipt number that is in use by each battery.

HAND RECEIPT HOLDER INFORMATION

\_\_\_\_\_  
| UIC: | (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)  
\_\_\_\_\_

\_\_\_\_\_  
| Receipt#: |  
\_\_\_\_\_

Social Security Number of Hand Receipt Holder:

ENTER QUERY (<MENU KEY> to return or to run)

#### 6.1.3.24.6 .Print Hand Receipts (Parent Items)

This function asks the user for his UIC and Hand Receipt number, (either, or both may be a star [\*]). This function then prints Hand Receipt Forms sorted by UIC, Hand Receipt number, Line Item number, and NSN.

HAND RECEIPT FORMS

UIC:_____	(DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0)
Receipt#:_____	

Select: REPORT to create a new version of the Repair History report.  
END to go to the Print Menu for display of the report.

Help Report End

Send LOHANDREP Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

30-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

18:33:28

COMPONENTS HAND RECEIPT - NUMBER: 8 for UNIT: DGLS0  
HOLDER: GRAY KENT EVERETTE  
PARENT: 5100007540661 TOOL KIT WELDERS:  
SERIAL # 79W19632  
TYPE OF COMPONENTS:

Line	NSN	Description	On Hand	U1	Serial #
W58075	5110002430901	BLADE, HAND, HACKSAW: HSS; 0.625 in thk; 12 in lg; 24 teeth	1	E	
W58075	7920002691259	BRUSH, WIRE, SCRATCH: shoe handle; straight rectangular face;	2	E	
W58075	5110001867107	CHISEL, COLD, HAND: 1/2 in w of cut; 5-3/4 in lg 81348 666-C	1	E	

I accept responsibility for the property shown on pages \_\_\_\_ to \_\_\_\_ of this printout.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.



#### 6.1.3.24.7 Print Hand Receipts (Components)

This functions asks the user for his UIC and Hand Receipt number, and parent NSN. It then prints the Hand Receipt Components report for that parent item. Components are sorted alphabetically by description.

| Enter UIC (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0): |

| Enter Hand Receipt number: |

| Enter parent NSN (13 digits): |

HAND RECEIPT COMPONENTS FORM

Select REPORT to generate a new report  
Select END to go to print menu

Help Report End:

Send LOHRCO Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

8-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

18:33:28

COMPONENTS HAND RECEIPT - NUMBER: 8 for UNIT: DGLS0

HOLDER: GRAY KENT EVERETTE

PARENT: 5100007540661 TOOL KIT WELDERS:

SERIAL # 79419432

TYPE OF COMPONENTS:

Line	MSN	Description	On Hand	UI	Serial #
075	5110002430901	BLADE, HAND, HACKSAW: HSS; 0.025 in thk; 12 in lg; 24 teeth	1	E	
1075	7920002691259	BRUSH, WIRE, SCRATCH: shoe handle; straight rectangular face;	2	E	
458075	5110001867107	CHISEL, COLD, HAND: 1/2 in w of cut; 5-3/4 in lg 81348 666-C	1	E	

I accept responsibility for the property shown on pages \_\_\_\_ to \_\_\_\_ of this printout.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

#### 6.1.3.24.8 Print Hand Receipt Report

This report asks the user to enter a UIC and Hand Receipt number, then prints a Hand Receipt Property Status Report sorted by Line item number, NSN, and serial number.

| Enter UIC (DGLA0, DGLB0, DGLC0, DGLS0, or DGLT0): |



| Enter Hand Receipt number: |

# HAND RECEIPT PROPERTY STATUS REPORT

This report requires WIDE paper

- \* REPORT - Generates a new report
- \* END - Prints the last report that was generated

Help Report End:

Send LOPEAND Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

**1st Battalion 11th Field Artillery  
Fort Lewis, WA 98023**

12:30:04

PROPERTY STATUS REPORT FOR, DUE TO NEW RECEIPT, 1  
 MONTH, DEDUCTING 3

Lead	Report	MCN	Serial	Register	Seq	Description	Model	SEC	Auth	Qty	Ino	Wt	Unit	Status	Remarks	Job	Remarks
04-74	12-000120323	10444				MODULAR: MODULAR CONSTRUCTION MIL SCALE ARTICLE 755000 W/E		0	1				EA A STRY MO				
04-75	2220001777250	2520070				22 TRENCH UTILITY: 1/4 TON	M15142	0	1				EA A STRY MO				

#### 6.1.3.25 Rollup Menu

This menu provides access to the property Rollup reports.

# PROPERTY ROLLUP MENU

## Reports:

- \* STA - Property Status
- \* ROL - Battalion Rollup
- \* TOE - Table of Equipment
- \* EXIT - Leave this menu

HELP STA ROL TOE EXIT:

\* STA

Property Status. Print the Property Status report.

\* ROL

Battalion Rollup report. Print the Battalion Rollup report.

\* TOE

Table of Equipment. Print the Table of Equipment report.

#### **6.1.3.25.1 Property Status Report**

This function asks the user to enter a UIC, then prints a Property Status Report for that UIC. Items are sorted by Line item number, NSN, and Serial number.

## PROPERTY STATUS REPORT

This report requires WIDE paper.

- \* REPORT Generates a new report
- \* END Prints the last report that was generated

Help Report End

Send LOPSTAT Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

**LOGISTICS PROPERTY STATUS REPORT FOR: DELAG**

Line#	Report	NSN	Serial#	Regid#	Supers#	Seq	Description	Model	Qty	U/I	Owner	Status	Remarks	Job#	Document#
A-22	2320009240073	0325-17301					-----unknown-----		1	99	-----unknown-----				
A-23	2320009240073	0325-17300					-----unknown-----		1	99	-----unknown-----				
A-0	2320009240073	0325-10724					-----unknown-----		1	99	-----unknown-----				
	0849276	022496	1270016670407	1750			AIMING CIRCLE;		1	EA	3	TAPPA PETER VINCENT			
	0849277	0492772	1085000179701				DAY/NET-KNIFE: W/SCABARD FOR M1A1 RIFLE		1	EA	3	TAPPA PETER VINCENT			
	0849276	067266	124000030303	10666			BIHOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE		1	EA	3	TAPPA PETER VINCENT			
	017792	017792	1270010021404	3003114			COMPUTER SET FIELD ARTILLERY GUN/REAR		1	SE	16	MARTON SAMUEL ALLEN			
	017792	017792	1270010021404	3004555			COMPUTER SET FIELD ARTILLERY GUN/REAR		1	SE	16	MARTON SAMUEL ALLEN			
	087145	091145	1080001031246				CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT MADA S		1	EA	2	BURKHARDT MICHAEL ANTHONY			
	087213	092113	1080001001173				CAMOUFLAGE SCREEN SUPPORT SYSTEM; WOODLAND/DESER		1	EA	2	BURKHARDT MICHAEL ANTHONY			
	087317	043317	6405001515337	1110			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087317	043317	6405001515337	1180			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087317	043317	6405001515337	1220			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087317	043317	6405001515337	1233			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087317	043317	6405001515337	1237			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087317	043317	6405001515337	3007			COMPASS MAG UNIT LENS		1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	207410			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217112			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217129			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217131			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217136			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217137			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217142			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	217147			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	218096			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	223742			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
	087370	043770	1270000304260	224459			COMPASS MAGNETIC UNMOUNTED; MIL GRADUATIONS	M2	1	EA	3	TAPPA PETER VINCENT			
A-250	2320009240073	0340-14244					COMP UNIT RCP: TRK 2 WML PNEU TIRES GAS DRAM C 6-311-PC		1	EA	8	PUGH STEVEN GREGORY			
	087406	074066	1270004000131	705			COMPTR GUN DIRECT MIB		1	EA	8	PUGH STEVEN GREGORY			
	087449	081449	4270007201610	0340-14244			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14300			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14319			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14320			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14321			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14322			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14324			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14326			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14327			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14329			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14330			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14332			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-14372			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-17119			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			
	087449	081449	4270007201610	0340-17120			DECON APP ABC-H11		1	EA	5	PSALMONS BOBBY G			



#### 6.1.3.25.2 Battalion Rollup Report

This function prints the Battalion Property Rollup Report sorted by Reportable Line item number and UIC.

Select: REPORT to create a new version of the Battalion Rollup  
END to go the Print Menu for displaying the report.

Help Report End

Send LOBNROLL Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

13:41

## BATTALION PROPERTY ROLL-UP

Line	Subline	UIC	NSN	UI	Reqd	Auth	OnHand	Due In	Ricc	ERC	Description	Model	Price	Document
			06LJ0	2320009240073	--	0	0	3	0	-	---unknown---	---unknown---	0.00	---none---
			0.0 Percent Fill											
99003N			06L00	7430002049023	0	0	2	0	0	-	TYPEWRITER NP NON-ELEC		210.00	---none---
			06LC0	7430002049023	0	0	4	0	0	-	TYPEWRITER NP NON-ELEC		210.00	---none---
			0.0 Percent Fill											
A03109			06LS0	2540003195724	0	0	1	0	0	-	TAMP-BOMBS F/TIRK 2-1/2		350.00	---none---
			0.0 Percent Fill											
A03210			06LS0	-----none-----	EA	0	2	0	0	2	ACCESSORY OUTFIT GASOLINE FIELD RANGE: ACCOM 50 MEN		0.00	FC0612511005
			0.0 Percent Fill											
A22494			06LJ0	1290010670407	EA	4	4	1	0	1	AIMING CIRCLE:		1300.00	FC0612511005
			06L00	1290010670407	EA	4	4	4	0	1	AIMING CIRCLE:		1300.00	FC0612511005
			06LC0	1290010670407	EA	4	4	3	0	1	AIMING CIRCLE:		1300.00	FC0612511005
			06LT0	1290010670407	EA	0	0	1	0	-	AIMING CIRCLE:		1300.00	---none---
			75.0 Percent Fill											
A23701			06LT0	-----none-----		2	2	0	0	1	AIR CONDITIONER: FLANOM A/C AC 115V 1PH 60CY 4000BTU		0.00	FC0612511005
			0.0 Percent Fill											
A32060			06LJ0	-----none-----	EA	2	2	0	0	1	ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
			06L00	-----none-----	EA	2	2	0	0	1	ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
			06LC0	-----none-----	EA	2	2	0	0	1	ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
			06LS0	-----none-----	EA	2	2	0	0	1	ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		0.00	FC0612511005
			06LT0	6445009354955	EA	3	3	3	0	1	ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MHWPACK		2450.00	FC0612511005
			27.3 Percent Fill											
A53491			06LJ0	-----none-----		9	9	0	0	2	AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005
			06L00	-----none-----		9	9	0	0	2	AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005
			06LC0	-----none-----		9	9	0	0	2	AMPLIFIER-POWER SUPPLY GROUP: 00-174/VRC		0.00	FC0612511005

#### 6.1.3.25.3 TOE Report

This function prints the Table of Equipment Report sorted by UIC, Line item number, and Paragraph number.

Select: REPORT to create a new version of the Table of Equipment  
report.

END to go the Print Menu for displaying the report.

Help Report End

Send LOEMTOE Report to:

- \* Printer
- \* Terminal
- \* End

Help Printer Terminal End:

23-OCT-1984

1st Battalion 11th Field Artillery  
Fort Lewis, WA 98433

13:44:14

## LOGISTICS TABLE OF EQUIPMENT

UIC	Line	Par	Description	Unit	Authorizing Doc	reqd	auth	delta-r	delta-a	New Date	Ricc	Rmk	Select code
D6LA0	A22496	204	AIMING CIRCLE:		FC06125T108511	4	4	99999	99999		1		
D6LA0	A32060	201	ALARM CHEMICAL AGENT AUTOMATIC; PORTABLE MHWPACK		FC06125T108511	1	1	99999	99999		1		
D6LA0	A32060	205	ALARM CHEMICAL AGENT AUTOMATIC; PORTABLE MHWPACK		FC06125T108511	1	1	99999	99999		1		
D6LA0	A53491	201	AMPLIFIER-POWER SUPPLY GROUP; OG-174/VRC		FC06125T108511	1	1	99999	99999		2		
D6LA0	A53491	204	AMPLIFIER-POWER SUPPLY GROUP; OG-174/VRC		FC06125T108511	1	1	99999	99999		2		
D6LA0	A53491	205	AMPLIFIER-POWER SUPPLY GROUP; OG-174/VRC		FC06125T108511	1	1	99999	99999		2		
D6LA0	A53491	206	AMPLIFIER-POWER SUPPLY GROUP; OG-174/VRC		FC06125T108511	6	6	99999	99999		2		
D6LA0	A54243	202	ANALYZER SET ENGINE; PORTABLE SOLID STATE		FC06125T108511	1	1	95999	99999		1		
D6LA0	A79381	201	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	1	1	99999	99999		2		
D6LA0	A79381	204	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	1	1	99999	99999		2		
D6LA0	A79381	205	ANTENNA GROUP; OE-254(1)/GRC		FC06125T108511	2	2	99999	99999		2		
D6LA0	B07126	203	AXLE CABLE REEL; RL-27		FC06125T108511	1	1	99999	99999		2		
D6LA0	B14181	206	BAG CARGO AERIAL DELIVERY; COTTON DUCK COLLAPSIBLE S		FC06125T108511	12	12	99999	99999		2		
D6LA0	B49272	201	BAYONET-KNIFE; W/SCABBARD FOR M16A1 RIFLE		FC06125T108511	99	99	99999	99999		2		
D6LA0	B67766	201	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	1	1	99999	99999		2		
D6LA0	B67766	204	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	2	2	99999	99999		2		
D6LA0	B67766	205	BINOCULAR; MODULAR CONSTRUCTION MIL SCALE RETICLE 7X		FC06125T108511	1	1	99999	99999		2		
D6LA0	C00601	201	CHARGER RADJAC DETECTOR; PP-437B/PD		FC06125T108511	2	2	99999	99999		2		
D6LA0	C17797	205	COMPUTER SET FIELD ARTILLERY GENERAL:		FC06125T108511	1	1	99999	99999		2		
D6LA0	C40499	205	COMPUTER GROUP GUN DIRECTION; OL-200		FC06125T108511	3	3	99999	99999		2		
D6LA0	C62375	201	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	1	1	99999	99999		2		
D6LA0	C62375	202	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	1	1	99999	99999		2		
D6LA0	C62375	204	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	4	4	99999	99999		2		
D6LA0	C62375	205	CASE; BATTERY 2-A1J/TSEC		FC06125T108511	6	6	99999	99999		2		
D6LA0	C64116	205	CABLE STUB; CX-163/G		FC06125T108511	2	2	99999	99999		2		
D6LA0	C68719	201	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	2	2	99999	99999		2		
D6LA0	C68719	204	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	2	2	99999	99999		2		
D6LA0	C68719	205	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	6	6	99999	99999		2		
D6LA0	C68719	206	CABLE TELEPHONE; WD-1/TT DR-8 1320 FT		FC06125T108511	6	6	99999	99999		2		
D6LA0	C68856	203	CABLE TELEPHONE; WD-1/TT RL-159/U 5200 FT		FC06125T108511	7	7	99999	99999		2		
D6LA0	C68993	203	CABLE TELEPHONE; WD-1/TT RX-306/G 2640 FT		FC06125T108511	6	6	99999	99999		2		
D6LA0	C89145	201	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	4	4	99999	99999		2		
D6LA0	C89145	202	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	2	2	99999	99999		2		
D6LA0	C89145	203	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	1	1	99999	99999		2		
D6LA0	C89145	204	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	3	3	99999	99999		2		
D6LA0	C89145	205	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	2	2	99999	99999		2		
D6LA0	C89145	206	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	36	36	99999	99999		2		
D6LA0	C89145	207	CAMOUFLAGE SCREEN SYSTEM; WOODLAND LT WT RADAR SCAT		FC06125T108511	18	18	99999	99999		2		
D6LA0	C89213	201	CAMOUFLAGE SCREEN SUPPORT SYSTEM; WOODLAND/DESERT PL		FC06125T108511	4	4	99999	99999		2		

#### 6.1.3.26 Line Number Information

This function allows the user to add, change and delete information in the Line item information table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for every Line Item Number used by the battalion.

LINE INFORMATION

LINE NUMBER:_____
-------------------

Description:\_\_\_\_\_

Model Number:\_\_\_\_\_ Emergency Readiness Code:\_\_\_\_\_

Class:\_\_\_\_\_ Unit of Issue:\_\_\_\_\_

HIO:\_\_\_\_\_ ( H)ousing, I)nstallation, or O)org) ECC:\_\_\_\_\_

.

ENTER QUERY (<MENU KEY> to return or to run)



#### 6.1.3.27 National Stock Number

This function allows the user to add, change and delete information in the NSN table. The standard QBF functions are available. It is the user's responsibility to make sure that this table contains one record for every NSN used by the battalion.

NATIONAL STOCK NUMBER INFORMATION

NSN:\_\_\_\_\_

SEC Code:\_\_\_\_\_

Line:\_\_\_\_\_

Unit Price:\_\_\_\_\_

Technical Manual Number and Date:\_\_\_\_\_

ENTER QUERY (<MENU KEY> to return or to run)

## SECTION 7

### VAX UTILITIES

#### 7.1 WORDPROCESSING

MUSE is a word processor software program which is present on the ATUTMS system. A series of fifteen self-instruction lessons are available on the computer for the user to learn at his own speed. These lessons are:

- Lesson 1 - Getting Started
- Lesson 2 - Printing a Document
- Lesson 3 - Creating Your Own Documents
- Lesson 4 - Inserting and Deleting
- Lesson 5 - Centering, Emboldening and Tabulation
- Lesson 6 - The Format Line and Indentation
- Lesson 7 - Search and Replace
- Lesson 8 - Moving and Copying Text Within a Document
- Lesson 9 - Moving and Copying Text Into and Out of Other Documents
- Lesson 10 - Destroying Unwanted Documents
- Lesson 11 - Spelling Checker
- Lesson 12 - Advanced Screen Manipulation
- Lesson 13 - Decimal Tabulation
- Lesson 14 - Pagination
- Lesson 15 - Column Manipulation

To enter the MUSE program, type MUSE after the VMS \$ prompt. MUSE will present a menu and the cursor will be positioned at the first choice (EDIT). Any of the choices may be selected and used, or one of the self-instruction lessons may be selected. To begin a lesson, enter the MUSE main menu, then press the ESC key followed by the Q key. MUSE will ask you to enter a document name. Type LESSON1 or LESSON2, etc. The specified lesson will be displayed on the screen and it will give instructions on what to do.

## 7.2 MAIL

MAIL is a VMS which allows you to send mail to other users on this VAX. You can:

- 1) Send mail to other VAX users
- 2) Read your mail
- 3) Reply to your mail
- 4) File your mail
- 5) Forward your mail
- 6) Print your mail
- 7) Search your mail
- 8) Delete your mail

To use MAIL enter the following command:

```
$ MAIL
```

The computer will respond with:

```
MAIL>
```

You can then type any of the commands described below, followed by pressing the RETURN key. The MAIL commands are:

### SEND

Sends mail to another user/s. You will be prompted for the names of receiving user/s and the subject of the mail -

```
To: username[,username]
```

```
Subj: [text]
```

Note that the username is the name that a user logs on with. See Section 3.1.2.1 for more information. If a file-spec is specified on the SEND command, that file will be sent to the user/s. If a file is not specified, you will be prompted for the text of the mail.

### Format

```
SEND filename
```

Qualifiers

#### **/EDIT**

Specifies that an editor is to be called to edit the message being sent. If a file-spec filename is specified on the SEND command, a copy of the file will be edited. If no filename is specified, the editor will be started with an empty file.

#### **/LAST**

Specifies that the last message sent should be used as the test for this message. The /EDIT qualifier is ignored if the /LAST qualifier is used.

#### **READ**

Displays your mail messages. The first time you enter the command, the first page of your oldest mail message will be displayed. Each time you enter it, the next page, or if there are no more pages, the next message will be displayed.

##### **Format**

**READ message - number**

The message's number in the message file is listed next to the filename when you read your mail. To read a specific message, enter its number on the READ command.

##### **For Example:**

**MAIL> READ 22** will display message 22.

**MAIL> 22** will do the same thing.

If you receive new mail while you are reading mail, just enter READ MAIL to read it.

Pressing just (return) (or just a number) performs the same as the READ command.

#### **BACK**

Backup to the previous message.

#### **DELETE**

Deletes the current (last read) message from your list of mail messages. The message is not actually deleted from the file until you either exit mail or read another message, you can recover it by aborting MAIL with QUIT or CTRL/Y.

## DIRECTORY

Lists a summary of your mail messages. The message number, sender's name, date, and subject of each of your mail messages are displayed.

## FORWARD

Sends a copy of the current (last read) message to another user/s. You will be prompted, just as in the SEND command, for the names of the user/s to whom you wish to forward the message.

## LISTS

If you send mail to a number of users that are always the same, it is convenient to use a distribution list. A distribution list is just a file that contains the names of the users to whom you want to send mail.

To create a distribution list, use the EDIT or CREATE commands, and enter one user name per line. Comments can also be included and are any line that has an exclamation mark (!) as its first character. For example:

```
$ CREATE NCOS.DIS
!Mail list of NCOS in A Battery
SMITH
JONES
DOE
```

To use the distribution list, enter its name as the last entry at the user name prompt -

```
To: @NCOS or To: MILLER,WOODS,@NCOS
```

## NEXT

Skips to the next mail message and displays it. This is useful when paging through your mail messages and you encounter a particularly long message that you would like to skip.

## REPLY

Sends a reply to the sender of the current (last read) message. This command is similar to the SEND command, except that the receiving user is the user that sent the current message.

### Format

REPLY

### Qualifiers

/EDIT

Specifies that an editor is to be called to edit the reply.

## SEARCH

Searches for a message containing the specified text string.

### Format

SEARCH search-string

If the search-string parameter is specified, the messages in the current file, starting with the first message, will be searched for a message containing the specified string. If the string is found anywhere in the message, that is, in the "From:...", "To:...", "Subj:...", or message text, the message will be displayed.

If the search-string parameter is not specified, the next message containing the previously specified search-string will be searched for.

## EXIT

Exits the MAIL program.

## QUIT

This command exits the Mail facility. It differs from EXIT, however, in that any mail which you have marked for deletion is not deleted.

### 7.3 PHONE

PHONE is a VMS utility which lets you conduct a "conversation" with another user. When you PHONE someone the screen gets divided into two sections. Everything that you type appears in the top part of your screen while at the same time, everything the other user types appears in the bottom part of your screen. To PHONE someone use the command:

```
$ PHONE username
```

To answer a PHONE call the command is:

```
$ ANSWER
```

To exit PHONE press CTRL-Z or r, use the HANGUP command.

Details of these and other PHONE commands can be found below. Be careful not to use PHONE too much. It can be annoying since it demands immediate attention. Usually it is better to use MAIL. If you do not want to receive any PHONE calls enter the command:

```
$ SET TERMINAL/NOBROADCAST
```

This will also shut off the "New mail from..." messages so be sure to check mail once in a while if you are using NOBROADCAST.

#### ANSWER

The ANSWER command is used to answer the phone when someone is calling you. If someone calls you when you are not currently using the PHONE facility, a message will be broadcast to your terminal. If you are using PHONE, the message will appear on your screen in PHONE's standard message line.



You can do one of three things when your phone rings:

- o Ignore the call.
- o ANSWER the phone, establishing a conversation with the caller.
- o REJECT the call.

If you want to answer you will have to exit whatever you are working on and return to the dollar sign (\$) to enter the ANSWER command.

### Characters

The following table describes all of the special characters accepted by PHONE, and shows the differences between command input and conversation input.

CHARACTER	AS PART OF COMMAND	AS PART OF CONVERSATION
delete	delete previous character	same
line feed	ignored	delete previous word
return	end of command	start new line in viewport
tab	ignored	tab to next tab stop
CTRL/G	ignored	ring the bell
CTRL/L	ignored	clear the viewport
CTRL/Q	negate a CTRL/S	same
CTRL/S	freeze the screen	same
CTRL/U	clear current command	clear current viewport line
CTRL/W	refresh the entire screen	same
CTRL/Z	equivalent to EXIT	equivalent to HANGUP
DIAL		

### DIRECTORY

The DIRECTORY command allows you to obtain a list of those people with whom you could talk on your system or any other system in a network. If you enter the command without additional information, you will receive a list of people on your system. The complete syntax of the DIRECTORY command is:

## DIRECTORY

The following information is displayed about each person:

- o Their process name and user name.
- o Whether or not their terminal can be used as a telephone.
- o Whether or not they are currently using PHONE.

The directory is displayed line by line on your terminal until the entire list is displayed or until you type any key on the keyboard.

The parameter to this command may also be a logical name.

## EXIT

The EXIT command is the standard VMS command for leaving a utility. When you enter this command, PHONE does an automatic HANGUP and then returns to DCL.

Typing CTRL/Z during a command is equivalent to entering the EXIT command.

## FACSIMILE

The FACSIMILE command allows you to include the contents of a file into your conversation. It requires a file specification, and proceeds to send the contents of that file to everyone in the conversation. Thus the complete syntax is:

FACSIMILE file-spec

PHONE continues to send the file until it reaches end of file or until you type any key at your keyboard.

## HANGUP

The HANGUP command is used to hang up your own phone. This disconnects the link to anyone you are currently talking to, anyone you have on hold, and anyone who has you on hold.

Typing CTRL/Z during a conversation is equivalent to entering the HANGUP command.

## HELP

The HELP command allows you to obtain information about the PHONE facility. To obtain information about an individual command or topic, type HELP followed by the command or topic name:

HELP topic

HELP also accepts all of the other standard VMS help argument formats.

The information you request is displayed at your terminal until you type any character at your keyboard.

## HOLD

This command allows you to put people on hold. When you enter the command, everyone you are currently talking to (including anyone who has you on hold) is placed on hold. Each such person is informed of the fact that they have been placed on hold.

## MAIL

The MAIL command is used to send a short phone message to another person. This is useful when you cannot reach someone and would like to let them know that you called. The command requires the user name of the person to receive the message and a message enclosed in quotation marks ("). Thus the full syntax is:

MAIL user-name "short message"

The standard VMS MAIL facility is used to send the phone message.

## REJECT

The REJECT command is used to reject a phone call from another person. The person is informed that you do not want to talk to them right now.

If the optional EXIT parameter is specified, PHONE performs an automatic EXIT command after rejecting the call.

### Switch\_hook

The switch hook character is used to signal that you are about to enter a command. Normally, all text typed is considered part of the conversation. However, when you type a switch hook, all characters up to the next carriage return (or switch hook) are treated as a command.

The switch hook is optional if you are not carrying on a conversation when you enter the command.

The switch hook character is always displayed in column 1 of line 2. The default character is the percent sign (%).

### UNHOLD

The UNHOLD command enables you to reverse the previous HOLD command. People you are currently talking to are informed that you have hung up on them, and the people you previously put on hold are brought off hold.